



St. Cloud State University  
**INTENSIVE ENGLISH CENTER**  
 English Program for International Students  
**Application Form**  
[www.stcloudstate.edu/iec](http://www.stcloudstate.edu/iec)  
[iecadmissions@stcloudstate.edu](mailto:iecadmissions@stcloudstate.edu)

(\*) required information  
 I wish to begin my studies at the Intensive English Center\*:  
 Fall Semester (August-December)  
 Spring Semester (January-April)  
 Summer Semester (May-July)

Check List (Office Use Only)	
1__	IEC Application
2__	\$30 Fee __ + \$70 (DHL)
3__	Transcript(s) (translated)
4__	Diploma(s) (translated)
5__	Bank Statement (copy)
__	Affidavit of Support
6__	Passport ID page (copy)
Transfer:	
1__	Current I-20
2__	Current Transcripts
3__	Current Visa
Date Received: __/__/__	

**Applicant Contact Information**

Male  Female **Social Security Number:** --**Marital Status:**  Single  Married

**Full Name\*:** \_\_\_\_\_ **Passport Number\*:** \_\_\_\_\_  
*Last/Family First/Given Middle*

**Parent or Guardian:** \_\_\_\_\_  
*Last/Family First/Given Middle Relationship (Mother, Father, Guardian)*

**Date of Birth\*:** \_\_\_\_\_ **Country of Birth\*:** \_\_\_\_\_ **Country of Citizenship\*:** \_\_\_\_\_

**Permanent International Address\*:**

\_\_\_\_\_  
*Street Address (Home Country Address required for immigration purposes) Apartment/Unit #*

\_\_\_\_\_  
*City Province/ State ZIP Code Country*

**Phone\*:** \_\_\_\_\_ **Personal Email\*:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
*Last/Family First/Given Middle Relationship*

**Contact's Address:**

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City Province/ State ZIP Code Country*

**Contact's Phone:** \_\_\_\_\_ **Contact's E-mail:** \_\_\_\_\_

**Choose a delivery option: (check one method)\*:**

\_\_\_\_ US Mail to Authorized US Address \_\_\_\_ Collect from IEC Office \_\_\_\_ DHL (\$70) to International Address  
 \_\_\_\_ E-ship Global: Applicant is responsible for scheduling and paying for shipping costs through E-ship Global once admission confirmation is received by the student. Account is needed to use service.

Please Note: By providing a contact person on your application, you are authorizing the Intensive English Center to release information about your application, admission decisions, account information, student conduct issues, health and safety, academics, or immigration issues to the authorized contact person indicated on the application. By doing so, you are expressly waiving any privacy rights you may otherwise have under FERPA. Such contact may occur before, during, or after the program. You are also authorizing the IEC to share/release your original (or copies of) documents once those documents have been processed by the IEC.

## Academic Information

Native Language(s)\*: \_\_\_\_\_

Have you taken TOEFL/IELTS?  Yes  No If yes, date taken (M/D/Y): \_\_\_\_\_

Test Score \_\_\_\_\_ (Reading \_\_\_\_\_ Listening \_\_\_\_\_ Composition \_\_\_\_\_ Speaking \_\_\_\_\_)

How many years have you studied English?\* \_\_\_\_\_ Years in School \_\_\_\_\_ Years in University or College

Have you completed high school?\*  Yes  No Name of high school: \_\_\_\_\_

Date of Completion (M/D/Y)\*: \_\_\_\_\_

Have you completed university/college\*?  Yes  No Name of university/college: \_\_\_\_\_

Date of Completion (M/D/Y): \_\_\_\_\_

If you have previously or are currently attending another school in the U.S., provide the name of the school that issued your I20 or has your SEVIS Record: \_\_\_\_\_

Are you currently enrolled in this school?  Yes  No If you are in the U.S., are you currently in status?  Yes  No

If you are now in the U.S., what type of visa/status do you have?  F-1  J-1  H-1B  B-1/2  Other: \_\_\_\_\_

When did you enter the US? (M/D/Y): \_\_\_\_\_

*\*\*If you are transferring to the IEC, please submit a copy of your current I-20, visa, & transcripts from current school. \*\**

I will apply for\*:  IEC program only  Undergrad. admission & IEC program  Graduate admission & IEC program

Please Note: This application is for the Intensive English Center only. You may find the international undergraduate application here: <http://www.stcloudstate.edu/internationaladmissions/apply.aspx>. Graduate Information can be found here: <http://www.stcloudstate.edu/gradadmissions/application/default.aspx>.

## Financial Information

Please fill out this page completely. The Intensive English Center and St. Cloud State University requires applicants or sponsors to provide evidence of adequate monetary funds in a bank account to support educational and living expenses in the U.S. The information and requirements contained in this form can be changed without giving prior notice to the applicant. Please contact us for current financial requirements. **Important:** Tuition, student activity fees & health insurance must be paid in full before the program begins.

- Enclose a copy of financial guarantee or statement signed by a bank official issued within six (6) months of the time you apply for admission to the IEC program. This statement must confirm that you or your sponsor have funds of approximately \$28,000 (USD) for 12 months (Fall, Spring, and Summer).
- If your sponsor is someone other than you, a letter of support and an official bank statement submitted with your application is required (both issued within 6 months). If the person providing your financial support is in the U.S., he or she must submit form I-134 (Affidavit of Support).
- Applicants bringing dependents (spouse or children) should provide proof of an additional \$5,500 for the first dependent and \$3,500 for each additional dependent.

Write dollar amount you have available for\*: Your Study and Living Expenses \$USD \_\_\_\_\_

Your Spouse and Children Expenses \$USD \_\_\_\_\_

Total from your own savings: Bank Name \_\_\_\_\_ \$USD \_\_\_\_\_

Financial support from your family or sponsor: Name \_\_\_\_\_ \$USD \_\_\_\_\_

Family or Sponsor Relationship: \_\_\_\_\_

**Financial Support from a government agency, foundation, university, or business:** enclose a signed and certified letter of award. This letter may not be more than six (6) months old. The letter must state that you have already been approved to receive the support for study at the Intensive English Center at St. Cloud State University and the amount of support you will receive (in US dollars).

Name of agency, foundation, etc.: \_\_\_\_\_ \$USD \_\_\_\_\_  
Address of Agency: \_\_\_\_\_

Phone Number of Agency: \_\_\_\_\_ Email of Agency: \_\_\_\_\_

**Dependent Information**

If you plan to bring a dependent (F-2 status), please provide their information below & provide a copy of their passport with your application:

Name	Relationship	Country of Birth	Date of Birth (M/D/Y)
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**Disclaimer and Signature**

*Before signing this form, please read carefully!*

*By signing this form, I certify that I understand and accept the following conditions and agree to abide by them.*

- I understand that all tuition and fees must be paid in full by the specified deadline each semester.
- I have sufficient funds for tuition, fees, and living costs available for each year of study at St. Cloud State University. The Intensive English Center requires that students in the program do not obtain employment.
- I authorize St. Cloud State University and the Intensive English Center to release to appropriate US government offices information required to determine my compliance with US immigration laws. Further, I understand that the University must report to the US department of Homeland Security those students who have failed to register, failed to pursue a full course of study or failed to meet the minimum academic standards of the University. I understand SCSU must comply with the electronic compliance system (SEVIS) with electronic reporting to US Homeland Security.
- I agree to purchase the University accident and illness insurance as a condition of admission and continued enrollment. Annual health insurance premiums are due in full at the beginning of fall term each year of study. New students entering spring or summer term pay a prorated amount. Exemption may be granted only to students fully funded by their government who obtain a qualifying letter from their home embassy.
- I agree to arrive on or before the date indicated on the form I-20 and participate in the Intensive English Center orientation. Students must report to the IEC to check in.

*I declare that the information on this form is true, correct, and complete. I understand that falsification or omission of any information will affect the issuance of a visa and/or may result in the Intensive English Center or St. Cloud State University revoking its decision to enroll me as a student. I understand that admission to the Intensive English Center does not constitute admission to a St. Cloud State University degree program.*

Signature is required to process this application.

**Signature\*:** \_\_\_\_\_ **Date\*:** \_\_\_\_\_

(If signing on behalf of an applicant, print your name & indicate that you are the contact person)

## Application Checklist

1. \_ Complete IEC Application Form
2. \_ (\$30) Application Fee (nonrefundable)\*
  - a. Please send exact cash, check (US affiliated bank), or money order. Fees may be paid in office.
  - b. We do not accept credit cards or Western Union payments.
  - c. Shipping Options: There is no charge for US Postal Mailing or to collect the package from the office.
    - i. E-ship Global: Applicants are responsible for paying the exact shipping cost and scheduling mailing with this service. Please schedule mailing only after receiving admission information.
    - ii. Choose the optional \$70 USD Express Fee (nonrefundable), and receive your I-20 and acceptance packet via Express Mail to your international address. (Total Fees = \$100 USD) The \$100 total can be paid using <http://www.flywire.com>. Any receipts from Flywire should be submitted with your application.
3. \_ Secondary School Grade Reports (Transcripts) & Diploma (or Certificate)
  - a. Transcripts and diploma (or certificate) must be in English. If translated copies are not provided by the school, translated copies and original must be submitted together.
  - b. Academic documents must show at least 2 years of academic English language instruction.
4. \_ International University Transcripts & Diploma (if applicable)
  - a. Transcripts and diploma must be in English. If translated copies are not provided by the school, the translated and original copies must be submitted together.
5. \_ Bank Statement
  - a. Original is not required. Must not be older than six (6) months and must be certified by a bank official. If financial support will be provided by anyone other than yourself, the sponsor **must complete the IEC Affidavit of Support Form** indicating his/her willingness to support you. US I-134 Form (Affidavit of Support) is required if the sponsor is a U.S. Citizen or permanent resident. See page 2 for details.
6. \_ Passport ID Page
  - a. Must be a clear copy with legible print

Transfer students must submit: copy of current I-20 & visa and transcripts from current school.

Completed documents may be sent to the Intensive English Center by mail, e-mail, or fax:

Intensive English Center  
 Webster Hall Room 108  
 720 Fourth Ave South  
 Saint Cloud, MN 56301  
 Phone: 320-308-3062 Fax: 320-308-5524  
[iecadmissions@stcloudstate.edu](mailto:iecadmissions@stcloudstate.edu)

**Application Deadlines**  
 (Applying from outside the US):  
 Fall: July 1<sup>st</sup>  
 Spring: November 1<sup>st</sup>  
 Summer: March 1<sup>st</sup>

**Application Deadlines**  
 (Applying from inside the US):  
 Fall: August 1<sup>st</sup>  
 Spring: December 1<sup>st</sup>  
 Summer: April 1<sup>st</sup>

Please Note: To receive an I-20 on time, send us your complete application three months in advance of the deadline for your intended semester. Full payment for the IEC Program and Health Insurance should reach our office two weeks before the program begins.

Program Tuition & Fee Estimates can be found here: <http://www.stcloudstate.edu/iec/program/tuition.aspx>. Exact tuition and fee amounts will be announced before orientation.

	Fall	Spring	Summer
<b>Program Tuition and Student Fee** Estimate</b>	\$4,935	\$4,935	\$4,935
<b>Health Insurance Estimate***-</b> (Annual fee renewed in August)	\$1,465	\$887 (prorated amount)	\$405 (prorated amount)

*Continuing Student Scholarship:* Returning IEC students receive a \$200 discount on IEC tuition after the first semester of enrollment.

**Tuition Refund Policy:** The IEC program follows withdrawal & refund policies for program fees according to St. Cloud State University policy: <https://www.stcloudstate.edu/srfs/withdrawals/default.aspx>

*\*All application fees are non-refundable. Shipment fees can be used for future mailings of admission materials if unused in initial application. Application fees are valid for 1 academic year (3 semesters) from the initial desired term of enrollment.*

*\*\*SCSU student fees cover student ID cards, access to computer labs on campus, computer accounts, library, sports/recreational facilities, campus events, health and counseling centers. \*\*\*If you leave the US before the end of the academic year, you may apply for a refund of the unused portion of your annual health insurance.*



INTENSIVE  
ENGLISH CENTER  
ST. CLOUD STATE UNIVERSITY

# Intensive English Center

## St. Cloud State University

### Affidavit of Support

\* For Non-US Citizen or Non-Resident Sponsors

To be considered for admission to the Intensive English Center of St. Cloud State University, St. Cloud, MN, USA, applicants must submit financial documentation that proves available funds to cover the applicants' education expenses, including living and health insurance expenses. The documentation must be issued by the financial institution within the last 6 months. If the applicant will be sponsored by another person, the sponsor must complete and sign the Intensive English Center's Affidavit of Support form. If your sponsor is a U.S. citizen or permanent resident, he/she must complete form I-134 found here: <https://www.uscis.gov/i-134>.

#### **Sponsor must complete this portion:**

Anyone providing financial support to the applicant, other than the applicant, is required to complete the Intensive English Center's "Affidavit of Support" form. This form confirms the legitimacy of any financial documentation that is received in support of the students' application.

I, \_\_\_\_\_ (Sponsor's Full Name) hereby certify that I am willing and able to provide the amount of \$ \_\_\_\_\_ (USD) to meet the educational, living, and health insurance expenses incurred by \_\_\_\_\_ (Student's Name) during the length of his/her studies at the Intensive English Center at St. Cloud State University.

I authorize the release of my financial documents to verify that the financial resources are available to support the student. This affidavit assures that the applicant named will not become a public charge while in the United States. I affirm that I know and understand the contents of this affidavit signed by me and that the statements are true and correct.

#### **Required:**

Signature of the sponsor: \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Date: \_\_\_\_\_