English Language Institute
APPLICATION FORM

Your application must include these documents and fees:

- Bank letter (please request two (2) bank letters—one to bring to the Embassy and another to send with your application). Bank letters should be dated within three (3) months of the date your application is received. Original letters are preferred.
- Photocopy of passport
- **For transfer students:** Please submit transfer information sheet from your current school along with copies of your I-20 and I-94.
- $60 non-refundable application fee. Make checks or money orders payable to **Pace University**.
- Optional $65 Express Mail fee. Make checks or money orders payable to **Pace University**.
- To pay by credit card or bank wire, please visit www.peertransfer.com/school/paceeli.
- We require a minimum of $8,000 for the Intensive/Pre-Law and $14,000 for Pre-Undergraduate/Pre-Graduate programs.

**Section 1: APPLICATION FOR ENROLLMENT**

**Instructions:** All fields marked with an asterisk (*) must be filled out by the applicant. All information below must be exactly the same as it appears on your passport. Please type or print clearly.

### Personal Information

<table>
<thead>
<tr>
<th>*Family Name</th>
<th>*First Name</th>
<th>Middle Name</th>
</tr>
</thead>
</table>

- **Gender:**
  - [ ] Male
  - [ ] Female

- **Date of birth:**
  - Month
  - Day
  - Year

<table>
<thead>
<tr>
<th>*Country of birth</th>
<th>*Country of citizenship</th>
<th>Native language</th>
</tr>
</thead>
</table>

**Permanent Postal Address (Your home address)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Street</th>
<th>Apartment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>Zip/Postal Code</td>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>E-Mail</th>
</tr>
</thead>
</table>

**Mailing Address (Where your acceptance package should be mailed)**

<table>
<thead>
<tr>
<th>(Name of friend, relative, or sponsor)</th>
<th>Number</th>
<th>Street</th>
<th>Apartment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
<td>Country</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th>Fax</th>
<th>E-Mail</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Cell Phone</th>
</tr>
</thead>
</table>
How did you hear about the Pace University English Language Institute (ELI)?
Please give name of the source.

☐ ELI Website
☐ Education agency
☐ Web search
☐ Study abroad ad/Website
☐ Friend/ELI student
☐ Work associate/organization

Section 2: CHOOSE YOUR PROGRAM
Choose only one (1) program and start date from the sections below.
(Note: The results of your placement exam may require you to enroll in a different program.)

INTENSIVE ENGLISH PROGRAM
Campus:
☐ New York City
☐ Westchester
Start Date:
☐ Fall I 20___
☐ Fall II 20___
☐ Winter 20___
☐ Spring I 20___
☐ Spring II 20___
☐ Summer I 20___
☐ Summer II 20___

Please note that your bank letters should be dated within three (3) months of the date your application is received and must show a minimum of US$8,000 for the Intensive English Program.

PRE-UNDERGRADUATE PROGRAM
Campus:
New York City only
Start Date:
☐ Fall 20___
☐ Spring 20___
☐ Summer 20___

Please note that your bank letters should be dated within three (3) months of the program start date and must show a minimum of US$14,000 for the Pre-Undergraduate Program.

*Tuition expenses for class instruction only. Tuition expenses do not include books for classes. Living expenses are estimated and include housing, health insurance, and University fees. Living expenses do not include meals.
PRE-GRADUATE/PRE-MBA PROGRAM

Campus:
- New York City
- Westchester

Start Date:
- Fall 20___
- Spring 20___
- Summer 20___

Please note that your bank letters should be dated within three (3) months of the date your application is received and must show a minimum of US$14,000 for the Pre-Graduate/Pre-MBA Program.

Fees for Full-time Enrollment (18 hours per week)

<table>
<thead>
<tr>
<th></th>
<th>12 Weeks (Summer)</th>
<th>14 Weeks (Fall/Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Expenses*</td>
<td>$4,432</td>
<td>$5,120</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$8,800</td>
<td>$8,800</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$13,231</td>
<td>$13,920</td>
</tr>
</tbody>
</table>

PRE-LAW (ENGLISH FOR LAWYERS) PROGRAM

Campus:
- Westchester

Start Date:
- Summer II 20___

Please note that your bank letters should be dated within three (3) months of the date your application is received and must show a minimum of US$8,000 for the Pre-Law Program.

Fees for Full-time Enrollment (20 hours per week)

<table>
<thead>
<tr>
<th></th>
<th>6 Weeks (Summer II)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Expenses*</td>
<td>$3,480</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$4,400</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$7,880</td>
</tr>
</tbody>
</table>

Don’t forget:
- Choose a program and indicate your start date.
- Your I-20 must be for a specific date.
- Check our start dates online at www.pace.edu/eli.

*Tuition expenses for class instruction only. Tuition expenses do not include books for classes. Living expenses are estimated and include housing, health insurance, and University fees. Living expenses do not include meals.
Section 3: APPLICATION FOR I-20

The Form I-20 is a United States government document that states that a foreign student is able to pay for the cost of studying at the English Language Institute. Students use Form I-20s to apply for a Student Visa (F-1 Visa). Your F-1 Visa will permit you to enter the United States to study full-time at the Pace University English Language Institute. To issue an I-20, the English Language Institute needs the following information:

*I would like the documents sent to my:

☐ Permanent Address
☐ Mailing Address
☐ I would like someone to pick up my documents. Please call: ___________________________ and speak to: ___________________________ Phone Number

*I need to apply for a:

☐ Student Visa
☐ Transfer I-20 (Please submit Transfer Information Sheet)
☐ Change of Visa Status–What is your current status in the US?

*I have included a bank letter:

☐ From my own account
☐ From my sponsor’s account

FINANCIAL SUPPORT CERTIFICATE

The English Language Institute is required by US Immigration and Customs Enforcement (ICE) to obtain evidence that all students who apply to study at Pace University have adequate funds for their educational and living expenses.

*Student Name (Last, First)

*Source of Support–Note: documents are required to process your application. Choose all sources below that apply and attach all required documentation for each source.

The bank letter(s) must be in English or officially translated. The amount guaranteed should be listed in US dollars (US$).

<table>
<thead>
<tr>
<th>Source(s) of Support</th>
<th>Amount Guaranteed</th>
<th>Required Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Personal Funds</td>
<td>US$</td>
<td>Submit a bank letter from your account.</td>
</tr>
<tr>
<td>☐ Parent</td>
<td>US$</td>
<td>Submit a bank letter from your parent’s account. Parents must fill out Section 4 of this application.</td>
</tr>
<tr>
<td>Parent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Sponsor</td>
<td>US$</td>
<td>Submit a bank letter from the sponsor’s account or proof of scholarship. Sponsors must fill out Section 4 of this application.</td>
</tr>
<tr>
<td>Sponsor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sponsor’s Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship to Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
*Applicant’s Pledge:* I have read and understood the information about the estimated costs of attending the English Language Institute at Pace University. I have enough money available to pay for all expenses, which include: tuition, general institution fee, health insurance, meals, housing, and personal expenses.

I certify that all statements on this form are correct and complete.

Your Signature: ___________________________________________ Date: ______________________

Don’t forget to:
■ Tell us how you would like to receive your documents and what documents you need.
■ Remember to submit a bank letter(s) and the Affidavit(s) of Support (Section 4) from your sponsor(s).
■ Sign the Applicant’s Pledge.

If you have any questions, please contact the English Language Institute at eli@pace.edu (New York City Campus) or eliwc@pace.edu (Westchester Campus).

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Section 4: AFFIDAVIT OF SUPPORT
To Be Completed By Sponsor

Sponsor Information

I certify that I am willing and able to sponsor ____________________________________________,
(Student Name)
with the minimum amount of US$ __________________ for her/his tuition and living expenses while attending the English Language Institute at Pace University. I have attached a bank letter from my bank in US dollars dated no more than three months before the student's enrollment at the English Language Institute, indicating funds sufficient to sponsor the student for at least one term.

Signature ___________________________ Date __________________

Print Name ___________________________ Relationship to Student ___________________________

Print Address __________________________________________________________________________

City ___________________________ State ___________________________ Zip/ Postal Code ___________________________ Country ___________________________

Telephone Number ___________________________ Fax Number ___________________________

E-Mail ___________________________ Cell Phone Number ___________________________

Each of your sponsors must fill out an Affidavit of Support.
Section 5: APPLICATION FOR HOUSING

Choose Only One Option

☐ I do not need housing.  ☐ I want to live in a Pace University residence hall.

Important Housing Information

- The Office of Housing and Residential Life will try to assign you a roommate according to your preference, but they cannot guarantee roommate assignments.

- To reserve a room for the fall, winter, spring, or summer semester, please contact the ELI office at the campus you would like to attend. Please note that there is a $1,200 non-refundable ELI housing deposit and pre-payment to reserve on-campus housing.

- The housing deposit and pre-payment must be separate from the application fee payment. You may pay online through peerTransfer or by check or money order, payable to “Pace University”. Checks or money orders must be drawn on a US bank or you will be charged a processing fee.

- Please note that we cannot guarantee housing. Placement is on a first come, first served basis. Note also that the Pace University residence halls do not provide pillows, sheets, blankets, towels, or soap. You must bring these items with you or buy them when you arrive.

Don’t forget:

☐ Tell us if you need on-campus housing or not.

☐ Contact the ELI office at the campus you would like to attend for the ELI Housing Application.

☐ Prepare your check, money order, or peerTransfer online payment to “Pace University” for the $1,200 non-refundable ELI housing deposit and pre-payment if you want to live in the Pace residence halls.
Reminders

☐ Choose a program and tell us when you would like to begin studying at the Pace English Language Institute. Your Form I-20 must be for a specific date. Please check our start dates online at www.pace.edu/eli.

☐ Tell us how you would like to receive your documents and what documents you need.

☐ Remember to request two bank letters—one to bring to the Embassy and another to send with your application.

☐ Sign the Applicant’s Pledge.

☐ Print out copies of the Affidavit of Support for each of your sponsors to fill out and sign.

☐ Tell us what type of housing you need. You must choose one of the options.

☐ If you want to live in a Pace University residence hall, please contact the ELI office at the campus you would like to attend.

English Language Institute