

Admission Policies and Procedures

I. COMMUNITY ESL

A. Application Procedure

1. Fill out and submit Application. There is no Application fee.
2. Take the placement test and needs assessment.
3. Get placement test results and establish your level of competency.
4. Select your class schedule.
5. Before the start of class, pay the full amount of the tuition and book/material fees.

II. INTENSIVE ENGLISH LANGUAGE PROGRAM

A. Application Procedure for New Students

1. Choose your program session.
2. Fill out and submit Application and pay Application fee of \$120.
3. Application deadline for students who require an I-20 form is 60 days prior to the start of the program. Application deadline for students who do not require an I-20 form is one week prior to orientation.
4. Receive Admission letter and confirm your enrollment by paying \$250 deposit within one week (which will be credited to your tuition).
5. Take placement test and needs assessment.
6. Get placement test results and establish your level of competency: Beginner, Intermediate, or Advanced.
7. Submit I-20 form processing fee of \$150; change of visa status processing fee of \$500, if applicable; international express mailing fee of \$100; or domestic express mailing fee of \$30. All of these fees are NON-REFUNDABLE.
8. Submit financial evidence showing that you or a sponsor has sufficient funds to cover tuition and living expenses during the period of intended study. Evidence of financial ability includes but is not limited to family bank statements, documentation from a sponsor, financial aid letters, scholarship letters, letter from an employer showing annual salary.
9. Submit your photo ID and passport information to get I-20 Form.
10. Submit a photo ID and passport information for your dependents, if applicable.
11. Receive I-20 Form and apply for F-1 student visa at the U.S Embassy.



12. Prior to the start of orientation, pay tuition balance and book/material fees.

B. Application Procedure for Transfer Students

Includes students who already have an F-1 visa, and who are currently studying at another institution in the U.S. with a valid I-20 form.

1. Complete application form for transfer students.
2. If a change of visa status is required, submit processing fee of \$500; international express mailing fee of \$100; *or* domestic express mailing fee of \$30. All of these fees are NON-REFUNDABLE.
3. Submit copies of all of your previous Forms I-20 (all pages).
4. Submit a copy or scan of your valid passport with picture and identifying information.
5. Submit a copy or scan of your F-1 visa stamp.
6. Submit a copy or scan of both sides of your I-94 card.
7. Submit a photo ID, passport and visa information for your dependents, if applicable.
8. Submit financial evidence showing that you or a sponsor has sufficient funds to cover tuition and living expenses during the period of intended study. Evidence of financial ability includes but is not limited to family bank statements, documentation from a sponsor, financial aid letters, scholarship letters, letter from an employer showing annual salary.
9. Receive Admission letter and confirm your enrollment by paying \$250 deposit within one week (which will be credited to your tuition).
10. Prior to the start of orientation, pay tuition balance and book/material fees.
11. Application deadline for transfer students is 21 days prior to the start of the program.

C. Application Requirements for all IELP Students

1. Completed Application form;
2. Two recent 2" x 2" passport size photos;
3. Certificate of Financial Support (Official copy);
4. New Student Information Form;
5. Copy of passport;
6. Copy of permanent resident card, if applicable;
7. Application fee for all applicants (NON-REFUNDABLE): USD \$120;
8. Optional international express mailing fee of \$100 *or* domestic express mailing fee of \$30. These fees are NON-REFUNDABLE.



9. You must provide a valid email address on the application. All communication directed from the Office of Admission to international applicants is conducted via email.
10. You must provide your permanent address in your home country. This information is required even if you currently reside in the U.S.
11. You must provide your current mailing address (if it is not the same as your permanent address). If you are currently outside the U.S., do not provide the address of a friend or relative living in the U.S. as your current address. This will delay the processing of your application.
12. Tuition must be paid prior to the start of orientation. Late payment or insufficient balance will result in an additional \$30 service fee.
13. High Expectations reserves the right to cancel student's admission for failure to pay tuition, in full, prior to the deadline.
14. Applications and documents will not be processed prior to payment of Application fee. The Application fee is NON-REFUNDABLE.

D. Additional Requirements for all IELP Applicants

1. Incomplete or unacceptable documents will delay the admission process.
2. Faxed, scanned and/or emailed photocopies will not be accepted.
3. Official (original) notarized copies must be clear and in good quality.
4. If any document is issued in the applicant's native language, please provide both the original document and an English translation of the document. Translated documents must be notarized. Translations must be submitted for all records not officially issued in English. These translation documents must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed.
5. All financial documents must be ORIGINAL documents in English and in USD.
6. After receiving Admission letter, please reply to confirm your enrollment within 7 days by sending a confirmation e-mail to our Admission Office.

