

**OFFICE OF INTERNATIONAL STUDENT SERVICES**

**INTERNATIONAL STUDENT ENROLLMENT CHECKLIST**

The items listed below must be submitted to determine your eligibility for admission to ASA College and for issuance of an I-20, Certificate of Eligibility for Nonimmigrant (F-1) Student Status. When you have gathered and completed the materials listed below, please submit this form with your application materials to the International Student Advisor.

| <b>Initial</b>   | <b>Change of Status</b>   | <b>School Transfer</b>   |
|--|---|--|
| <input type="checkbox"/> International Student Application   | <input type="checkbox"/> International Student Application  | <input type="checkbox"/> International Student Application   |
| <input type="checkbox"/> Copy of Passport ID page  | <input type="checkbox"/> Copy of Passport ID page   | <input type="checkbox"/> Copy of Passport ID page  |
| <input type="checkbox"/> Copy of Passport Photo page   | <input type="checkbox"/> Copy of Passport Photo page  | <input type="checkbox"/> Copy of Passport Photo page   |
| <input type="checkbox"/> Evidence that you or your sponsor has sufficient funds for all educational & living expenses (Bank Statement: at least \$11000) | <input type="checkbox"/> Evidence that you or your sponsor has sufficient funds for all educational & living expenses (Bank Statement: at least \$18000)  | <input type="checkbox"/> Evidence that you or your sponsor has sufficient funds for all educational & living expenses (Bank Statement: at least \$11000)                         |
| <input type="checkbox"/> Letter of Support from Sponsor; notarized (if Bank Statement not in Student's name)   | <input type="checkbox"/> Affidavit of Support (I-134); notarized (if providing Sponsor financial information); can download at: <a href="http://www.uscis.gov">www.uscis.gov</a>                          | <input type="checkbox"/> Affidavit of Support (I-134); notarized (if providing Sponsor financial information); can download at: <a href="http://www.uscis.gov">www.uscis.gov</a> |
| <input type="checkbox"/> <b>\$100</b> Non-refundable international application fee   | <input type="checkbox"/> <b>\$100</b> Non-refundable international application fee  | <input type="checkbox"/> <b>\$100</b> Non-refundable international application fee   |
| <input type="checkbox"/> SEVIS fee (I-901); with <b>\$200</b> payment; can download at <a href="http://www.ice.gov/sevis">www.ice.gov/sevis</a>          | <input type="checkbox"/> SEVIS fee (I-901); with <b>\$200</b> payment; can download at <a href="http://www.ice.gov/sevis">www.ice.gov/sevis</a>   | <input type="checkbox"/> Transfer Verification Form  |
| <input type="checkbox"/> High School diploma/transcripts (Not required for IEP)  | <input type="checkbox"/> High School diploma/transcripts (Not required for IEP)   | <input type="checkbox"/> High School diploma/transcripts (Not required for IEP)  |
| <input type="checkbox"/> Immunization Record (College only)  | <input type="checkbox"/> Copy of I-94 (white card in passport)  | <input type="checkbox"/> Copy of I-94 (white card in passport)   |
|  | <input type="checkbox"/> Copy of Entry Visa   | <input type="checkbox"/> Copy of Entry Visa  |
|  | <input type="checkbox"/> Application to Extend/Change nonimmigrant status (I-539) with <b>\$290</b> fee for Dept. of Homeland Security; can download at: <a href="http://www.uscis.gov">www.uscis.gov</a> | <input type="checkbox"/> Previous I-20s  |
|  | <input type="checkbox"/> Immunization Record (College only)   | <input type="checkbox"/> Immunization Record (College only)  |
|  | <input type="checkbox"/> Attachment to I-539 (B-1/B-2 visa only)  |  |
|  | <input type="checkbox"/> DS-2019 (J-1 visa holders only)  |  |



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**INTERNATIONAL STUDENT APPLICATION**

**1) Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

| Home Country Address | U.S. Address          |
|----------------------|-----------------------|
| Street               | Street                |
|                      | Apt.#                 |
| City State/Province  | City, State, Zip Code |
| Country Postal Code  | Home number           |
| Telephone            | Cell phone number     |
| E-mail               |                       |

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender:  Male  Female  
Month Day Year

**2) Program of Study**

Program Name \_\_\_\_\_ Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of Weeks \_\_\_\_\_  
Month Day Year for IEP

Campus Location:  Manhattan  Brooklyn

**3) Visa Information**

Please indicate the purpose of your I-20 Certificate:

Initial  Change of Status  Transfer

If currently in the U.S., what is your visa status?  B-1/B-2  F-1  J-1  Other \_\_\_\_\_

Do you want us to help you find accommodations?  Yes  No

**4) Dependents Information. If you have dependent (spouse, child), please fill out the information below.**

Last name: \_\_\_\_\_ First name: \_\_\_\_\_ MI: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Country of birth: \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Gender:  Female  Male Relationship to the student:  Spouse  Child Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

**5) Education History**

Highest level of education completed:  High School  Associate's  Bachelor's  Master's or higher

**6) Emergency Contact. Please provide emergency contact information:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address \_\_\_\_\_ Relationship \_\_\_\_\_

**7) Applicant Statement**

I certify that the information provided herein is true, correct and complete to the best of my knowledge, and that all required documentation has to be submitted along with this form. I agree to comply with all rules and regulations as set forth in the ASA Student Handbook.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

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**Program and Living Expenses for the term of 4 months:**  
**(Length of I-20: 20 months)**

|   |         |                                       |
|---|---------|---------------------------------------|
| 1. <b>Medical, Business, Criminal Justice &amp; Computer Programming:</b> | Tuition | <b>\$5,940*</b> (\$2,970/Scholarship) |
|   | Living  | <u>\$3,200</u><br>\$9,140             |
| 2. <b>ESL (Levels A, B, &amp; C)</b>                                      | Tuition | <b>\$2,760</b> (\$1,380/ Scholarship) |
|   | Living  | <u>\$3,200</u><br>\$5,600             |
| 3. <b>ESL (Levels D* &amp; E)</b>   | Tuition | <b>\$250 per Credit</b>               |
| 4. Additional Expenses for Dependents:                                    | Living  | \$1,600                               |

**International students are eligible for 50 % Scholarship\***

**(Minimum 3.0 /B /80% GPA in High School or College and an application essay)**

If not eligible, **15% discount** only for college tuition payment (Not Including ESL) for evening schedule (Monday - Thursday 1pm to 6pm and Friday 1pm to 10 pm)

\*Other School Activities apply to the tuition cost for College Program or Stand Alone ESL.

\*Students must maintain **3.0 GPA** or a grade **S for ESL** in order to receive scholarship for the following semester.

\*Stand-alone ESL level D tuition is **\$2,940** per semester without Scholarship.

\*Students must sign the "**F-1 Student Program Policies**" with their Admissions Representative before he/she registers to ASA College.

\*All International Students must take a minimum of **12 credits** per semester and maintain an **80% Attendance**.

\*Students who want to take **Leave of Absence** must complete 2 consecutive semester in order to qualify for Leave of absence.

**Academic Calendar**

**Spring Semester 2014**

Tuesday February 18, 2014  
Classes begin  
Tuesday June 3, 2014  
Last day of classes

**Summer Semester 2014**

Tuesday June 17, 2014  
Classes begin  
Tuesday October 1, 2014  
Last day of classes

**Fall Semester 2014**

Tuesday October 14, 2014  
Classes begin  
Tuesday February 4, 2014  
Last day of classes

**Class schedule**

Major: 9 am-1 pm, 2:30 pm-6 pm, 6 pm-10:30 pm, Saturday (9 am-6 pm), Sunday (9am-4pm)  
ESL: 9 am-12 noon, 2:30 pm-5:30pm, 6 pm-9 pm, Saturday (9 am- 6 pm), Sunday (9am - 3pm)

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**SPONSOR'S PERSONAL AFFIRMATION  
OF  
FINANCIAL RESPONSIBILITY**

I, \_\_\_\_\_, hereby certify that I will be financially  
(Sponsor's name)  
responsible for all expenses incurred by my \_\_\_\_\_,  
(Relationship to sponsor)  
\_\_\_\_\_, while enrolled in full-time studies at  
(Student's Name)  
ASA College. These expenses include both tuition and living costs.

Furthermore, I certify that I have the amount of U.S. \$ \_\_\_\_\_

Available for this sponsorship.

X \_\_\_\_\_  
Sponsor's signature

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day year

\_\_\_\_\_  
Print sponsor's name