

EC Boston Enrollment Instructions

Student Name: _____

Course: _____ Start Date: _____

Overseas Students:

If you want to apply for an I-20 form from EC Boston (which you will take the US Embassy to apply for an F-1 visa), please submit the following:

Documents:

- ✓ A complete full-time application with **OVERSEAS (Home) address** _____
- ✓ A financial statement (bank statement) from you or a sponsoring business or individual which...
 - a. shows at least USD\$3000
 - b. is less than 60 days old
 - c. is in English
- ✓ An Affidavit of Support form signed by the person whose bank statement you provide
- ✓ A TOEFL score report if available (otherwise, we will give you a placement test once you arrive)
- ✓ A copy of your passport (personal information page)

Payments:

- ✓ Application fee \$150
- ✓ Tuition deposit \$150 (per course)
- ✓ Express mail fee \$60
- ✓ Housing deposit \$80 (if you requested housing placement)
- ✓ Airport pick-up fee \$95 one-way (if you requested this service)

You can email (boston@ecenglish.com) or fax us all these documents to 617-247-2959 with a credit card payment or a bank check in US currency. Once we receive the documents and payment we will process them on the same day and send you the I-20 immediately. You must then take the I-20 form to the U.S. Embassy near you and apply for the student visa. The length of the application process at the embassy depends on the procedures of that particular embassy, but we advise that you allow at least 1.5 – 2 months time.

Transfer students within the US:

Please note: Once you submit your application, you must start the next available term at EC Boston.

Documents:

- ✓ A complete full-time application with
 - Overseas Address: _____
 - Local Boston Address: _____
- ✓ A financial statement (bank statement) from you or a sponsoring business or individual which...
 - a. shows at least USD\$3000
 - b. is less than 60 days old
 - c. is in English
- ✓ An Affidavit of Support form signed by the person whose bank statement you provide
- ✓ A TOEFL score report if available (otherwise, we will give you a placement test once you arrive)
- ✓ A copy of your passport (personal information page)
- ✓ A copy of your old I-20
- ✓ A copy of your I-94 card
- ✓ A copy of your visa

- ✓ Please Answer the Question: Are you leaving the US before starting our program? If so, what are the dates of your travel?

- ✓ Please Answer the Questions:
 - What school are you transferring from? _____
 - When was the last day of your program there? _____

Payments:

- ✓ Application fee \$150
- ✓ Full tuition
- ✓ Housing deposit \$80 (if you requested housing placement)
- ✓ Housing fees (if you requested accommodation)

Transfer Form: After we receive all of the above, we will ask you to sign a Transfer Form. We will fax this Transfer Form to your previous school to request that they release your SEVIS record to us. (Please make sure to apply well before your 60 day grace period is over.) You will receive your new I-20 on the first day of class at EC Boston.

Office use only:

SEVIS

Attendance Check

Payment