

VALENCIA COLLEGE

Accredited by the Southern Association of Colleges and Schools

INTENSIVE ENGLISH PROGRAM APPLICATION INSTRUCTIONS

Accredited by the Commission on English Language Program Accreditation

ORLANDO, FLORIDA, U.S.A.

INITIAL STATUS

TRANSFER IN

CHANGE OF STATUS

Intensive English Program (IEP) Mission

The mission of our IEP is to provide the highest quality English language programs to international students to meet their personal, academic, and professional goals while creating an environment that fosters cross-cultural understanding and appreciation.

Contact Information

If you need assistance throughout the application process, please contact us via phone, Skype, fax, email, or in person. You must submit your completed application packet to the Client Service Center, contact information listed below:

Method	Contact Information
Office	Client Service Center
Phone	407-582-6688
Skype	valenciacollege.continuinged
Fax	407-582-6610
Email	ce_info@valenciacollege.edu
URL	www.valenciacollege.edu/international
Address	1800 South Kirkman Rd, Bldg 10 Orlando, Florida 32811

Steps to Apply for I-20

- _____ (1) Review the program information at: www.valenciacollege.edu/international.
- _____ (2) **ALL APPLICANTS:** Complete the attached f-1 Application and gather the required documentation. Mail to the Client Service Center at least 90 days before to your start date. Please note that incomplete or inaccurate applications will not be processed.
 - Include a **bank letter or recent bank statement (within the last 30 days)** on official letterhead.
 - If applicable:* Include a clear copy of each dependent's passport. A separate I-20 will be issued for each person.
 - Read and sign the **F-1 Status Responsibility Agreement**.
 - If applicable:* Complete the **Authorization to Release Information to a Third Party Form**.
 - Include a **clear** copy of the picture page and issue/expiration page of passport and visa (if applicable).
 - \$50 F-1 Application Fee** (non-refundable).
 - Transfer In F-1 students only** (acceptance/denial letters are not issued until your application is reviewed):
 - Provide current school's **Transfer Out Form**
 - Provide copy of **I-94 card (www.cbp.gov/I94)**.
 - Provide an **Official Transcript** from your current school and copies of all previous **I-20s**.
 - You will receive your new I-20 after you have both attended orientation and submitted all required documentation, and the Advisor has updated your record in SEVIS.

I-20 APPLICATION CHECKLIST

Steps to Apply for I-20 (continued)

- _____ (3) Valencia will review your application. Please allow 5-7 business days to review your application.
- _____ (4) If accepted in the program, you will receive your **I-20 Form** and **acceptance letter**. *If applicable:* To prepay your shipping expense, please review the **shipping instructions on page 5**.

Steps to Apply for F-1 Visa

- _____ (1) Contact the closest U.S. embassy or consulate to secure your visa appointment.
- _____ (2) Complete the **DS-160** application before your embassy or consulate appointment: The application can be found at: <https://ceac.state.gov/genniv/>.
- _____ (3) Pay the **\$200 SEVIS fee** online at: www.fmjfee.com, before your embassy or consulate appointment.
- _____ (4) Contact the Client Service Center at 407-582-6688 or your assigned CSC Consultant once your visa is approved to confirm your start date.

Steps to Apply for “Change of Status”

Use this checklist ONLY if you are applying for a "Change of Status"; i.e. B tourist visa to F-1 student visa.

Complete the following and mail to USCIS at least **30 days** before the I-94 expiration date. (**NOTE:** All documents must be in **English**).

- The original I-539 application, available at www.uscis.gov/i-539
- A clear copy of your **passport** identification pages and visa stamp. J-1 students will need to provide a **DS-2019** or/and a **Visa Waiver** prior to applying for the change of status.
- One copy of your current **I-94 Form**, available at www.cbp.gov/I94
- Copies of current **visa document** and Notices of Action (if applicable) and any other documents validating current legal status.
- Proof of financial support** on **original** or notarized bank statement/letter for the duration of your I-20 which must be in **English** and amounts converted to U.S. dollars (most recent 3 months).
- Letter from financial sponsor** (if the funds are not from the student's account).
- Original I-20 Form** issued by current school DSO. **Please make sure to sign the I-20 in blue ink.**
- Your **acceptance letter** to the Intensive English Program at Valencia.
- A brief letter about the purpose of your change of status and ties to your home country.
- Pay the **\$200 SEVIS fee** online at www.fmjfee.com and include SEVIS fee payment receipt with your application
- Check/Money Order/Bank Check to USCIS for **\$290** (with SEVIS ID number on the check in the memo field).
- Mail to:** USCIS :Attn. I-539, P.O. Box 660166, Dallas TX 75266,

PLEASE NOTE: Once you submit your Change of Status application to immigration and you decide to leave the country, your application will be automatically canceled by USCIS.

I-20 APPLICATION CHECKLIST

Steps to Register

- _____ (1) Once your F-1 Visa is approved, please contact the Client Service Center for instructions to purchase your Student Accident and Sickness Insurance. The minimum initial policy coverage is at least **6 months**. Our program requires each F1 student to purchase health insurance exclusively from HTH Worldwide. No other insurance policy will be accepted.
- _____ (2) Pay tuition fees on or before the registration deadline.
- _____ (3) Make your housing and transportation arrangements for Orlando, Florida. Valencia College does not provide housing.
- _____ (4) Select a campus below:
- West Campus, Building 10
1800 S. Kirkman Road
Orlando, FL 32811
 - Osceola Campus
1800 Denn John Lane
Kissimmee, FL 34744
- There is no guarantee of a morning or afternoon schedule at either campus. Class assignments are based on availability.
- _____ (5) Arrive at least **10 days before** your start date. Complete the Written Placement Test and attend the mandatory New Student Orientation. Refer to the academic calendar for your respective dates by visiting: www.valenciacollege.edu/iep

IEP Placement Test/New Student Orientation:

- You must arrive **1/2 hour** before the start time of the placement test.
- You must bring your visa, I-20, and passport for verification.
- If you miss the placement test, you will not be able to begin classes on your scheduled start date and may be asked to return to your home country until the next available start date.
- Your IEP level results will be emailed to you within 2-3 business days.
- New Student Orientation immediately follows the placement test.

Valencia Policies

- There is **no guarantee** of a morning or afternoon schedule. Class assignments are based on availability.
- The minimum age for the Intensive English Program is 15 years old. Students under 18 must have written parental permission to register.
- The 100% smoke-free policy was effective on August 27, 2012 in the interest of protecting the health of the students and staff at Valencia College.

Cancellation/Refund Policy:

- You are eligible for a full refund of tuition before you enter the U.S. (*\$50 application fee will not be refunded*).
- Tuition payment must be paid before the registration deadline. If not, you risk cancelation of your I-20.
- There are **NO refunds** after you enter the U.S. or once you begin the 16-week session unless there are extenuating circumstances. Such requests will be reviewed on a case-by-case basis.

SHIPPING INFORMATION

Valencia uses E-Ship Global express mail service to deliver immigration documents to international students throughout the world. Shipping fees must be paid by students via the E-Ship Global website. The student is responsible for making all shipping arrangements.

Please Read the Following Steps Carefully:

1. To request express shipment of your documents, sign up for an account at the following website, **study.eshipglobal.com/**.
2. Under "University Search" select **Valencia College**, then it will ask you to select the department. The department name is the **Intensive English Program**.
3. Make sure that your full name is spelled exactly as it appears on your application and passport.
4. To avoid delays, provide complete and correct address information.
5. Students must pay for shipping by credit card. All fees are charged in U.S. dollars.
6. An email will be sent to Valencia once you create and pay for the shipment.
7. Valencia will prepare your immigration documents and will send them out within 3-5 business days.
8. Your shipment may be tracked through the e-ship global website.

If you have further questions about how to use this service please email **student.support@eshipglobal.com**.

PLEASE NOTE: Failure to complete any necessary information, will delay the shipment of your immigration documents.