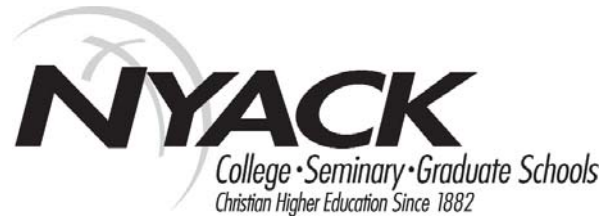


INTERNATIONAL STUDENT PROCEDURES



Thank you for your interest in the graduate programs at Nyack College. Below is helpful information for you as an international student.

As an international student applying to *Nyack College Seminary Graduate School*, there are many tasks that need to be accomplished. The list below is designed to help you keep track of everything that will need to be taken care of before you are able to attend. As you accomplish each task, check the box to the left. If additional information is needed, the Director of Admissions will contact you.

Please be aware that *Nyack College Seminary Graduate School* does not have scholarships designated for International Students. Each student, therefore, is responsible for his or her own expenses. Students from other countries are not permitted by U.S. law to be employed off the main campus and are limited in the number of hours they may work for Nyack College. You must have resources of your own, be sponsored by your church or friends in your own country, or have sponsors in the USA.

***DUE TO THE TIME REQUIRED FOR PROCESSING THE NECESSARY PAPERWORK,
WE ASK THAT YOU APPLY NO LATER THAN TWO MONTHS BEFORE THE DESIRED SEMESTER OF ENROLLMENT.***

Please use the following check list as you complete your application:

REQUIREMENTS FOR ALL DEGREE PROGRAMS:

(See your program catalog for degree application requirements)

FOR ADMISSION:

- All application pieces for your program as specified in the catalog or on our our website:
www.nyack.edu
- Official Baccalaureate Transcript
- TOEFL (<http://www.toefl.org>) test taken (SCHOOL CODE: #2560)
Minimum score required:
Paper Based: 550 Computer Based: 213 Internet Based: 78
- Photocopy of transcript(s) submitted to World Education Service for an evaluation of academic equivalence based on a bachelor's degree received in the United States. (<http://www.wes.org>)

POST - ACCEPTANCE:

- A copy of your affidavit of sponsorship filled out, notarized, and submitted.
- A copy of your sponsor's proof of financial ability to support you (and your family if married) for the duration of the degree you are to complete submitted.
- Visa and Passport of you and any family members moving with you
- A non-refundable deposit/processing fee of \$2,000.00 must be submitted by November 1 to confirm attendance for the Spring or July 1 to confirm attendance for the Fall.

A Complete List of Requirements and Expectations of F-1 Students for Maintaining Status

- Register and complete each semester as a full-time student (12 credits per semester), making normal progress toward a degree.
- At the beginning of each semester, **YOU ARE RESPONSIBLE** for letting the Designated School Official (DSO) know that you have registered for classes full-time. **You must bring a copy of your advisement transcript** (available in the Registrar's Office) to the International Student Office as evidence that you will be attending full-time. This must be done within the first 15 days following the first day of classes of **every semester**.
- If for any reason you are unable to maintain a full 12 credit load each semester (or as specified by your program, but not less than 12 credits), you **must** speak with the DSO within the first 15 days following the first day of classes. You cannot drop below full-time without first obtaining DSO permission.
- Fulfill all financial obligations as outlined in the school catalogue. Before you can register for the following semester, the previous semester must be completely paid.
- Follow and obey all United States laws.
- Follow and obey all Nyack College's Seminary and Graduate School codes of conduct (see student handbook).
- Apply for any program extension at least 45 days before the program end date (noted in section 5 of your I-20). Likewise, file timely requests for transfers and/or changes of status.
- Apply for OPT (Optional Practical Training) *prior* to completion of your program. It is recommended you do so about three months in advance of the day of graduation.
- Do not work in the United States (on campus or off campus) without consulting the DSO and taking **ALL** appropriate steps of obtaining verbal, written, and/or legal approval.
- If you work, file a federal income tax form for every year you are in the United States.
- Report any change of address to the DSO within ten days of moving. The school is legally obligated to report this information to the government on your behalf.
- Contact the DSO before taking any of the following actions: transfer of schools, change of academic degree, leave of absence, long-term and short-term departure from the United States, change of nonimmigrant status, or part-time course registration.
- Before you or your dependents leave the United States, have your documents reviewed by a DSO.
- Contact the DSO immediately if your travel documents are lost or stolen.
- Make sure your passport is always valid. It must be valid for at least six months into the future anytime you wish to re-enter the U.S.

The ATS International Student Office recommends that you not rely on immigration advice from your department, friends, or family. It is possible they could unintentionally give you incorrect or outdated information. Furthermore, it is recommended that you not go to any federal government agency or an attorney without first consulting a DSO.

**Nyack College Graduate Programs
Estimated Expenses
2010-2011**

Nyack College Graduate Programs and the United States Citizen and Immigration Services require international students to prove finances for the estimated expenses for a full year of study. Please use the following financial worksheet to figure out your personalized figures. Proof of the following financial requirement is necessary to receive your I-20 and any I-20s necessary for dependents.

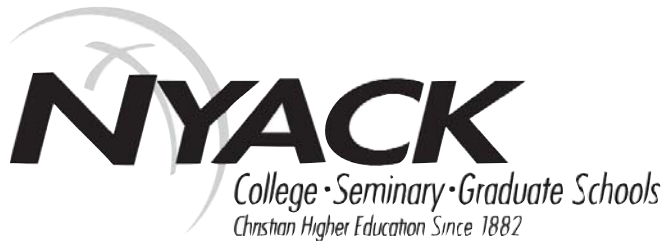
Where applicable, please carry the number over to the "My Totals" line. When not applicable, please place a zero in the "My totals" line.

	My Totals:
Tuition Expenses: (choose one and write a zero on the other lines)	
ATS Tuition, Fees, and Insurance: \$13,000 per year	\$ _____
AGSC Tuition, Fees, and Insurance: \$16,500 per year	\$ _____
MSEd Tuition and Fees (Insurance not necessary): \$30,100.....	\$ _____
MSOL Tuition and Fees (Insurance not necessary): \$20,825.....	\$ _____
MBA Tuition and Fees (Insurance not necessary): \$23,500.....	\$ _____
 Housing Expenses: (choose one and write a zero on the other line)	
Housing Expenses: \$8,500.....	\$ _____
Room and Board is sponsored: \$0.....	\$ _____
(If sponsored, write sponsor's name here: _____)	
 Other Expenses:	
Personal Expenses (required for every program): \$1,800.....	\$ _____
Books and Supplies (required for every program): \$800.....	\$ _____
Spouse: \$10,000.....	\$ _____
Each Dependent (\$3,000 x the number of dependents)...\$3,000 x ___ child(ren) =	\$ _____
MY TOTAL	\$ _____
(Add the "My Totals" column together)	

A non-refundable deposit/processing fee of \$2,000.00 must be submitted by November 1 to confirm attendance for the Spring or July 1 to confirm attendance for the Fall.

*Please understand that the seminary is not within walking distance of the housing. A car may be desirable. The cost of a car has not been included in this estimate. Additionally, kitchen supplies, bedding, and bathroom supplies have also not been calculated into this cost estimate. Furniture is NOT provided for married students. Please take this into account when planning your finances.

SPONSOR'S AFFIDAVIT OF FINANCIAL SUPPORT



PLEASE COMPLETE THE TOP SECTION AND PRESENT TO YOUR SPONSOR.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT:

Title: Mr. Mrs. Miss Ms. Dr. Rev.

Last Name: _____ First Name: _____ Middle Name: _____

Complete Address: _____

City: _____ Postal Code: _____ Country: _____

Phone Numbers: _____ H W C _____ H W C

E-Mail Address: _____

Date and Location of Birth: _____ SS#: _____

PROGRAM:

- Alliance Theological Seminary
- Alliance Graduate School of Counseling
- Master of Science Education
- Master of Science Organizational Leadership
- Master of Business Administration

CAMPUS:

- Nyack, NY Campus
- New York City Campus
- Other: _____

DEGREE:

TO BE COMPLETED BY THE SPONSOR:

Title: Mr. Mrs. Miss Ms. Dr. Rev.

Last Name: _____ First Name: _____ Middle Name: _____

Street: _____ Apt: _____ City: _____ State: _____ Zip: _____

Phone Numbers: _____ H W C _____ H W C

E-Mail Address: _____ SS#: _____

I pledge financial support in the amount of \$ _____ in United States currency per year to the student named above for the first year of study at *Nyack · College · Seminary · Graduate School*.

I submit with this notarized affidavit of support, as proof of my ability to meet this pledge, a bank statement or other document in my name showing sufficient funds (noting value in US currency) on deposit to cover the first year's pledge.

Signature: _____ Date: _____

WITNESS AND NOTARY SEAL BELOW:

Sworn and Subscribed before me this _____ day of _____, 200_____

SEAL

Signature: _____ Date: _____

Nyack · College · Seminary · Graduate School
Nyack, NY Campus
350 N. Highland Ave · Nyack, NY 10960
800.541.6891
www.nyack.edu

Nyack · College · Seminary · Graduate School
New York City, NY Campus
93 Worth St/335 Broadway · New York, NY 10013
212.625.0500
www.nyack.edu

SPONSOR'S AFFIDAVIT OF FINANCIAL SUPPORT



YOUR COMMITMENT AS A SPONSOR:

When you complete the Sponsor's Affidavit of Financial support on the other side of this page, you are certifying and swearing to *Nyack· College· Seminary· Graduate School*, a public official and the US government that you can and will provide the named student with a specific amount of money for every year of study at *Nyack· College· Seminary· Graduate School*.

Your signature assumes that you have carefully considered all the expenses of supporting the student while living and studying in the New York Metropolitan area and do not expect that he/she will be able to find employment off campus. Employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the US.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

1. Fill out the form on the back of this page completely.
2. Indicate the amount of financial resources you intend to dedicate to the student.
3. Sign the affidavit in the presence of a notary public or other licensed official. The notary public or official must sign the official seal on the affidavit.
4. Attach official documents substantiating your ability to provide your stated financial commitment.
5. Documents must be in English, less than six months old and in US dollars. Photocopies and faxes are accepted. The student will need the originals when going for the visa.

SUBSTANTIATING FINANCIAL SUPPORT:

Substantiate your ability to support the student by sending the following documents:

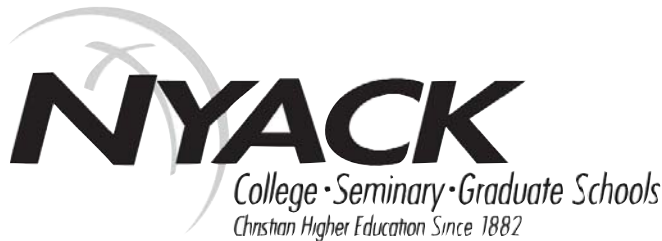
1. An account statement from a bank or other financial institution stating the date the account was opened and present balance. Bank statements alone will not be accepted as sufficient proof of ability to support the student. All statements must indicate US dollar amounts. Bank forms should be accompanied with official bank signature and seal.
2. A Letter from your employer on business stationery stating your annual salary OR income tax receipts and forms. Attached notarized translation of these statements in English and US dollars.

DO NOT SEND:

1. Information about non-liquid funds or property. It is assumed income from investments will appear in other accounts
2. Retirement account information
3. Bank statements or tax returns that are not in your name

Please, feel free to contact the Office of Admissions if you have any questions regarding this form.

SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD



PLEASE COMPLETE THE TOP SECTION AND PRESENT TO YOUR SPONSOR.

TO BE COMPLETED BY THE INTERNATIONAL STUDENT:

Title: Mr. Mrs. Miss Ms. Dr. Rev.
Last Name: _____ First Name: _____ Middle Name: _____
Complete Address: _____
City: _____ Postal Code: _____ Country: _____
Phone Numbers: _____ H W C _____ H W C
E-Mail Address: _____
Date and Location of Birth: _____ SS#: _____

PROGRAM:

- Alliance Theological Seminary
- Alliance Graduate School of Counseling
- Master of Science Education
- Master of Science Organizational Leadership
- Master of Business Administration

DEGREE:

CAMPUS:

- Nyack, NY Campus
- New York City Campus
- Other: _____

TO BE COMPLETED BY THE SPONSOR:

Title: Mr. Mrs. Miss Ms. Dr. Rev.
Last Name: _____ First Name: _____ Middle Name: _____
Street: _____ Apt: _____ City: _____ State: _____ Zip _____
Phone Numbers: _____ H W C _____ H W C
E-Mail Address: _____ SS#: _____

I hereby certify that I am willing and able to provide _____ (student's full name) with free room and all meals for _____ (academic year[s]) during his/her study at *Nyack · College · Seminary · Graduate School*.

I submit with this notarized affidavit of support, as proof of my ability to meet this pledge, a bank statement or other document in my name showing sufficient funds (noting value in US currency) on deposit to cover the first year's pledge.

Address of room or apartment offered to student:

Street: _____ Apt: _____ City: _____ State: _____ Zip _____

How many rooms are in the house or apartment? _____

How much space will be reserved for the exclusive use of the student? _____

Does the sponsor live at the address listed above? _____

Does the sponsor own or rent the property? _____

Signature: _____ Date: _____

WITNESS AND NOTARY SEAL BELOW:

Sworn and Subscribed before me this _____ day of _____, 200_____

SEAL

Signature: _____ Date: _____

Nyack · College · Seminary · Graduate School
Nyack, NY Campus
350 N. Highland Ave · Nyack, NY 10960
800.541.6891

Nyack · College · Seminary · Graduate School
New York City, NY Campus
93 Worth St/335 Broadway · New York, NY 10013
212.625.0500

Alliance Theological Seminary Alliance Graduate School of Counseling

Sponsor's Affidavit of Free Room and Board

YOUR COMMITMENT AS A SPONSOR:

When you complete the Sponsor's Affidavit of Free Room and Board on the other side of this page, you are certifying and swearing to *Nyack· College· Seminary· Graduate School*, a public official and the US government that you can and will provide the named student with housing and food for every year of study at *Nyack· College· Seminary· Graduate School*

Your signature assumes that you have carefully considered all the expenses of supporting the student while living and studying in the New York Metropolitan area and do not expect that he/she will be able to find employment off campus. Employment is strictly controlled by the U.S. Immigration Service and is extremely difficult to get. Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the US.

INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT:

1. Fill out the form on the back of this page completely.
2. Answer all questions completely.
3. Sign the affidavit in the presence of a notary public or other licensed official. The notary public or official must sign the official seal on the affidavit.
4. Attach official documents substantiating your ability to provide housing, e.g. a copy of a lease, deed of ownership, utility bill with your name & address, etc.
5. Documents must be in English and less than six months old. Photocopies and faxes are accepted. The student will need the originals when going for the visa.

SUBSTANTIATING AVAILABILITY OF ACCOMMODATIONS:

Substantiate your ability to house the student by sending the following documents:

1. Either a deed to the property or a lease.
2. If these neither of the above two documents can be furnished, you may use a utility bill or some other dated piece of mail with your name and address on it to substantiate your residency, along with a photo(s) of the room/space allotted for the student you intend to sponsor.

Please, feel free to contact the Office of Admissions if you have any questions regarding this form.

How Do I Become an Academic Student in the United States?

Who is allowed to study in the United States?

A nonimmigrant is someone admitted to the U.S. temporarily for a specific purpose. People who are coming to the United States to pursue full-time academic or vocational studies are usually admitted in one of three categories: F, J, and M. Nyack College's Seminary and Graduate Schools only hosts F-1 students. The F-1 category includes academic students in colleges, universities, seminaries, and other academic institutions.

What does the law say?

The specific eligibility requirements and procedures for applying for academic student status are included in the Code of Federal Regulations, available at http://www.ice.gov/sevis/regs/8cfr214_2f.htm [see 8CFR § 214.2(f)].

How do I apply if I am outside of the United States?

- You must first apply to study at a USCIS-approved school in the United States. If you are accepted by the school and you can prove to them that you have sufficient financial support for study, the school will issue you a USCIS (formerly INS) Form I-20 (Certificate of Eligibility for Nonimmigrant [F-1] Student Status).
- If you require a visa, then you should take the USCIS Form I-20 to the nearest U.S. consulate to obtain a student visa. Only bring the Form I-20 from the school *you plan on attending* for visa processing at the U.S. consulate. They will have all necessary information you will need for your visa application process. **You must prove to the consulate that you have the financial resources required for your education and stay in the United States. You must also prove to them that you do not intend to come to the U.S. permanently, and you will be required to demonstrate your intention to return to your home country following your studies.**
- Obtaining an F-1 visa does not guarantee your admission into the United States. An immigration inspector will make the final decision when you arrive in the U.S. He or she will base this decision on a variety of information available to him or her. Be sure you have all necessary documents in order when you meet with the immigration inspector at the U.S. border.
- When entering the U.S., you must carry a passport valid at least six months into the future, your F-1 entry visa, your I-20, copies of your admission letter and financial documents, and evidence that you have paid the SEVIS I-901 fee if you are a new student.
- Upon arrival, you should receive a Form I-94 (Arrival-Departure Record) that will include your admission number to the United States. This I-94 is the final approval of your F-1 status. An immigration inspector will then write your admission number on your I-20.
- You are expected to carefully guard the I-20 papers. This document is your proof that you are allowed to study in the United States as an F-1 student. You should see your designated school official (DSO) if you need a replacement copy of your I-20. You should also keep safe your Form I-94, because it proves that you legally entered the United States. If you need a replacement copy of your Form I-94, you must apply for one to USCIS.

Can I bring my spouse and children with me to the United States?

Your spouse and children may come with you to the United States in F-2 status. They should go with you to the U.S. embassy or consulate when you apply for your student (F-1) visa. They should be prepared to prove their relationship to you. If your spouse or children are going to join you at a later date, they should provide the U.S. embassy staff with a copy of your USCIS Form I-20 and proof of their relationship to you. The F-2 status of your family will be dependent upon your status as the F-1 academic student. This means that *if you change your status, your family must change their status. If you lose your status, your family will also lose their status.*

How can I change my nonimmigrant status to become a student if I am already in the United States?

You first must apply to study at a USCIS-approved school in the United States*. If you are accepted, the school should send you USCIS Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status - for Academic and Language Students). You must submit this form and a USCIS Form I-539 (Application to Extend/Change Nonimmigrant Status) to the USCIS. You must also prove that you have the financial resources

required for your education and stay in the United States.

**Please be aware that if you have been admitted as a B-1 (Temporary Visitor for Business) or B-2 (Temporary Visitor for Pleasure) visa holder, you may not begin your program studies until your application for these studies is approved.*

How do I apply for permission to transfer schools?

You must be a full time student in good academic standing. You then notify your current school of your intent to transfer. You must also ask the school that you plan on attending to give you a new USCIS Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status - for Academic and Language Students). You must report to your new DSO within 15 days of transferring, providing evidence from the registrar that you have enrolled full-time for the coming semester. The DSO will then update your status in SEVIS (the governmental program for F-1 students), notifying them that you are registered for classes. If you fail to notify the International Student office of your registration within the 15 days of the program start date (as listed on your I-20), your status will be automatically terminated within SEVIS.

How long can I stay in the United States?

You are allowed to stay in the United States for as long as you are enrolled as a full-time student in an educational program and making normal progress toward completing your course of study. If approved, you also will be allowed to stay in the country up to twelve additional months beyond the completion of your studies to pursue optional practical training (OPT). At the end of your studies or practical training, you will be given sixty days to prepare to leave the country. See the Code of Federal Regulations [8 CFR 214.2 (f)] for more complete time limits or contact the International Student office.

How can I extend my stay as a student in the United States?

You do not need to apply to extend your stay in the United States as long as you are maintaining your student status and making normal progress toward completing your academic course of study. The DSO from your school will input a completion date on your USCIS Form I-20. Under normal circumstances, you should be able to complete your studies by this date. If you need to extend your stay for compelling academic or medical reasons, then you must request an extension within SEVIS from your DSO. This request must be prior to your program end date. If it is not, your status will be terminated, and you will have to apply for reinstatement.

Will I get a work permit?

You may be allowed to work on-campus or off-campus (after the completion of your first year of study) under limited circumstances. Please see the rules on student employment in the Code of Federal Regulations [8 CFR 214.2 (f)]. You may also wish to discuss employment with the DSO at your school. Your accompanying spouse and child may not accept employment at any time for any reason.

Can I travel outside the United States?

Students may leave the United States and be readmitted after absences of five months or less. However, it is imperative that you discuss your travel plans with your school DSO and find out all legal requirements for travel in F-1 status.

How can I get USCIS Forms?

You should be able to pick up immigration-related forms from the International Student Office. Only your DSO can give you a USCIS Form I-20 or a USCIS Form I-538. If you would like other immigration forms, you may call 1-800-870-3676, or submit a request through the USCIS forms by mail system. Forms are also available for free download at www.uscis.gov.

Can anyone help me?

Your school will have a DSO to help you with immigration issues. Please note that you (the F-1 student) are solely responsible for learning and following U.S. immigration laws.

Maintaining Your Immigration Status While a Student or Exchange Visitor

The United States welcomes international students and exchange visitors who come to study in our nation. While you are enjoying your time in America, it is very important that you understand and comply with the requirements governing your stay to ensure that you do not jeopardize your immigration status.

By maintaining immigration status and keeping school administrators and sponsoring officials well informed, students and exchange visitors residing in America have the opportunity to benefit from the excellent academic and cultural programs of the United States.

Failing to maintain your status could result in serious consequences and may affect your ability to remain in or return to the United States. If you are an international student or exchange visitor studying in the United States, you need to know your responsibilities.

Know about the Student and Exchange Visitor Information System (SEVIS)

SEVIS is the computerized system that collects and maintains information on the current status of non-immigrant students, exchange visitors, and their dependents during their stay in the United States.

Work with your designated school officials (DSO) or exchange visitor responsible officers to ensure that your data in SEVIS is *accurate* and *updated*. In addition, these officials can help you better understand the requirements governing your immigration status and help you avoid making choices that might jeopardize your status.

SEVIS was established as part of ICE's objective to restore integrity to the immigration system. By more effectively managing status information on international students and exchange visitors in the United States, SEVIS plays a key role in ICE's homeland security mission while ensuring that all eligible international students and exchange visitors can experience the benefits of America's exceptional schools, educational programs, and cultural opportunities.

Ongoing SEVIS improvements begin with your comments and suggestions. Please contact the SEVP office with your concerns and feedback.

By email: SEVIS.Source@dhs.gov **By phone:** 1.800.892.4829 for the SEVIS Help Desk

By mail: ICE/SEVP
800 K. Street, NW
Suite 1000
Washington, D.C. 20536

Understand the Importance of Maintaining Your Status

It is important for students and exchange visitors to understand the concept of immigration status and the consequences of violating that status. Being aware of the requirements and possible consequences will make it more likely that you can avoid problems with maintaining your status.

Every visa is issued for a particular purpose and for a specific class of visitor. Each visa classification has a set of requirements that the visa holder must follow and maintain. Those who follow

the requirements maintain their status and ensure their ability to remain in the United States. Those who do not follow the requirements violate their status and are considered “out of status.”

Failure to maintain status can result in arrest, and violators may be required to leave the United States! Violation of status also can affect the prospect of readmission to the United States for an extended period of time. Most people who violate the terms of their status are barred from lawfully returning to the United States for years.

Non-immigrant students or exchange visitors who fall out of status for reasons beyond their control may be eligible to apply for a reinstatement of status. The student or exchange visitor must work with the school or program official to determine if reinstatement is an option.

Recognize and Avoid Status Violations

By violating the requirements that govern your immigration status, you may jeopardize your ability to remain in the United States as a student or exchange visitor. For example, failure to maintain a full course of study or engaging in unauthorized employment could cause you to fall out of status. To avoid this be sure to carefully observe and follow all F-1 laws and requirements.

A Complete List of Requirements and Expectations of F-1 Students for Maintaining Status

- Register and complete each semester as a full-time student (12 credits per semester), making normal progress toward a degree.
- At the beginning of each semester, **YOU ARE RESPONSIBLE** for letting the Designated School Official (DSO) know that you have registered for classes full-time. **You must bring a copy of your advisement transcript** (available in the Registrar’s Office) to the International Student Office as evidence that you will be attending full-time. This must be done within the first 15 days following the first day of classes of **every semester**.
- If for any reason you are unable to maintain a full 12 credit load each semester (or as specified by your program, but not less than 12 credits), you **must** speak with the DSO within the first 15 days following the first day of classes. You cannot drop below full-time without first obtaining DSO permission.
- Fulfill all financial obligations as outlined in the school catalogue. Before you can register for the following semester, the previous semester must be completely paid.
- Follow and obey all United States laws.
- Follow and obey all Nyack College’s Seminary and Graduate School codes of conduct (see student handbook).
- Apply for any program extension at least 45 days before the program end date (noted in section 5 of your I-20). Likewise, file timely requests for transfers and/or changes of status.
- Apply for OPT (Optional Practical Training) *prior* to completion of your program. It is recommended you do so about three months in advance of the day of graduation.
- Do not work in the United States (on campus or off campus) without consulting the DSO and taking ALL appropriate steps of obtaining verbal, written, and/or legal approval.
- If you work, file a federal income tax form for every year you are in the United States.
- Report any change of address to the DSO within ten days of moving. The school is legally obligated to report this information to the government on your behalf.
- Contact the DSO before taking any of the following actions: transfer of schools, change of academic degree, leave of absence, long-term and short-term departure from the United States, change of nonimmigrant status, or part-time course registration.
- Before you or your dependents leave the United States, have your documents reviewed by a DSO.
- Contact the DSO immediately if your travel documents are lost or stolen.
- Make sure your passport is always valid. It must be valid for at least six months into the future anytime you wish to re-enter the U.S.

The ATS International Student Office recommends that you not rely on immigration advice from your department, friends, or family. It is possible they could unintentionally give you incorrect or outdated information. Furthermore, it is recommend that you not go to any federal government agency or an attorney without first consulting a DSO.

TOEFL Overview

For forms and additional information go to <http://www.toefl.org>

What Is the TOEFL Test?

The Test of English as a Foreign Language™ (TOEFL) measures the ability of nonnative speakers of English to use and understand English as it is spoken, written, and heard in college and university settings.

The TOEFL test is offered in different formats depending on a test taker's location.

The Internet-based TOEFL Test

The TOEFL Internet-based test (TOEFL iBT) tests all four language skills that are important for effective communication: speaking, listening, reading, and writing. The test helps students demonstrate that they have the English skills needed for success. TOEFL iBT also emphasizes integrated skills and provides better information to institutions about students' ability to communicate in an academic setting and their readiness for academic coursework.

The Computer-based TOEFL Test

The computer-based TOEFL test measures English language proficiency in the following areas:

- Listening
- Structure
- Reading
- Writing.

The Paper-based TOEFL Test

The paper-based TOEFL test measures

- Listening Comprehension
- Structure and Written Expression
- Reading Comprehension.

How do I register to take the test?

- *Online – Requires a credit card*
- *By mail or fax*
 - If you do not have a credit card or do not want to give your credit card number over the telephone, complete and mail in a CBT Voucher Request Form (PDF).
- *For international test takers, complete an International Test Scheduling Form (PDF).*
 - Fill in the information on the International Test Scheduling Form.
 - Include payment.
 - Mail or fax the completed form to the Regional Registration Center for your area.
- *By phone – requires a credit card.*
 - Call the test center directly
 - Call 1-800-468-6335 to take the test in the U.S., Canada, or a U.S. territory
 - Call 1-443-751-4862 if you live outside the U.S. and want to test at a center in the United States
 - Call the telephone number for the regional registration center for the country in which you plan to test. You must call at least three business days before you would like to test, not including the day you make the call and the test date.
 - TTY 1-800-529-3590.

Where Can People Take the Test?

The TOEFL test is offered in 180 countries around the world at

- Institutional locations, such as colleges and universities
- Testing centers operated by Prometric, a division of Thomson Learning

In areas where access to computer-based testing or Internet-based testing is limited, a paper-based version of the test is administered on specific dates. The paper-based TOEFL test is generally offered at institutional locations such as colleges and universities.

APPLICATION for Evaluation of International Educational Credentials



Service Options Please first read pages 2 and 3 of this application.

Primary Purpose of Evaluation

Education Employment Immigration Professional Licensing/Certification: Field _____ State _____

Basic Evaluation Fees — Choose one. See page 3 for details.

Document-by-Document (\$100) Comprehensive Course-by-Course (\$150) CPA Board Evaluation (\$200)

Rush Services — Optional Same-day (add \$195) Three-day (add \$100)

Additional Reports (\$15 each) Number requested _____ x \$15 = \$ _____

Sealed Envelope — Additional Reports in Sealed Envelopes (add \$5)

Delivery Options

Evaluation report sent to me: Overnight (U.S./Canada) (add \$15) International Express (add \$50) Priority Mail U.S. Only (add \$5) Fax (add \$5)

Other reports sent: Overnight (U.S./Canada) (add \$15) International Express (add \$50) Priority Mail U.S. Only (add \$5)

TOTAL AMOUNT — Add the amounts for all items checked above. \$ _____

Payment Options

Check / Money Order Enclosed (Payable to World Education Services)

Charge my: (Check one) VISA MasterCard American Express

Credit Card Number _____ Exp. Date _____

Signature of Cardholder (required) _____

Cardholder Name and Billing Address (if different than applicant) _____

Personal information

 Please print or type.

Name _____ Previous/Maiden Name _____
Last/Family First/Given Middle If appearing on any of your academic credentials.

Mailing Address _____
Number and Street Apt./Flat Number
City State/Province Country Zip/Postal Code

Phone _____ Fax _____ E-mail _____

Preferred Method of Contact: Mail Fax E-mail

Date of Birth (Month/Day/Year) _____ Male Female Social Security Number _____

Have you ever submitted an application to WES? Yes No If yes, provide WES Ref.# _____

How did you hear about, or who referred you to WES? _____

List all educational institutions attended, beginning with secondary school and including the one you are currently attending.

Name of Institution	Country	Dates of Attendance From To	Name of Diploma/Certificate (in original language)	Year of Graduation
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____

Send An Evaluation Report To

If you want a copy of the report sent to an academic institution, employer, or licensing board, please indicate their exact name(s) and address(es) below. Attach additional sheet if there are more than 2 addresses. The first report is complimentary when ordered at the time of application. (See page 1 for details.).

1. _____ 2. _____

City State Zip City State Zip

I certify that: All of the information provided in the application is correct; I have read the instructions and conditions provided with this application and agree to the terms stated therein; I understand that the report is advisory and not binding upon any agency or institution that uses it. I understand that fees are not refundable once an application is submitted. Finally, I release World Education Services from any liability for damages resulting from the use to which I or any agency or institution puts the evaluation report.

Name (printed) _____ Signature _____ Date _____ WP

Required Documents

In order to provide fair and accurate evaluation reports that will be recognized by academic institutions, licensing boards and employers across the U.S., WES follows rigorous documentation and evaluation procedures. WES document requirements are specific to each country, and may change without notice.

The **"REQUIRED DOCUMENTS"** section on our web site at www.wes.org provides detailed instructions regarding the documents to submit. Applicants are strongly advised to follow the instructions found on our web site and submit all required documents so that their evaluations are completed without delay.

WES verifies documents for authenticity. WES reserves the right to request original documents and/or to verify documents with the issuing institution. An evaluation is prepared only after WES is satisfied that it has received and/or verified all necessary documents.

Below are *general* documentation guidelines. We strongly recommend that you carefully review and follow the most up-to-date and detailed requirements provided on our web site at www.wes.org/required/.

- **Post-secondary academic transcripts/marksheets must be sent directly to WES by issuing institutions in:** Argentina, Australia, Bahrain, Belgium, Brazil, Canada, Chile, Commonwealth Caribbean, Colombia, Cyprus, Denmark, Ecuador, Eritrea, Ethiopia, Finland, Ghana, Greece, Hong Kong, Iceland, Iran, Ireland, Israel, Italy, Japan, Jordan, Kenya, Korea, Kuwait, Lebanon, Malaysia, Mexico, Netherlands, New Zealand, Nigeria, Norway, Oman, Philippines, Qatar, Saudi Arabia, Singapore, South Africa, Sweden, Switzerland, Taiwan, Tanzania, Thailand, UAE, United Kingdom, Yemen, Zambia, Zimbabwe. All such documents are confidential and become the property of WES.
- **For countries where institutions issue documents in English, all certificates and transcripts must be submitted in English.**
- **European countries where the Diploma Supplement is available:** Please request that the institution issue post-secondary academic documents according to the "Diploma Supplement" template developed by the Joint European Commission/Council of Europe/UNESCO Working Party.
- **Algeria/Lebanon/Morocco/Tunisia:** Documents must be issued in French by the academic institution.
- **China:** Graduation and Degree certificates, transcripts issued in Chinese by the academic institution.
- **India:** Degree certificate(s) or provisional degree certificate(s) and all university-issued mark sheets with *exact paper titles*.
- **Pakistan/Bangladesh:** Degree certificate(s) or provisional degree certificate(s) and all university-issued mark sheets with *exact paper titles*. College-issued mark sheets alone are not sufficient.
- **Latin America:** Degree/Certificate (Título/Licenciado); transcripts (Certificado de Notas/Calificaciones) indicating all subjects studied with grades and credits or hours of study.
- **Russian Federation/Ukraine:** For study at a university, academy, or institute, please arrange to have an official transcript (Arkhivnaya or akademicheskaya spravka/akademichna dovidka), indicating all subjects taken and grades earned, sent directly to our office by the institution attended.

TRANSLATIONS: You must submit clear and legible photocopies of precise word-for-word translations of all foreign language documents. To have your documents translated into English, you may contact University Language Services, Inc. (ULS) at <http://www.alsintl.com/university.htm> 1-800-419-4601. (Outside the U.S., call 212-766-4111.) This information is provided for your convenience only. All arrangements must be made directly with ULS or the translation service of your choice.

Procedures and Policies

WES evaluates only formal educational credentials and reserves the right not to accept an application for evaluation.

Requests for Additional Information or Documents after Initial Review of Application — If documentation is incomplete or additional information is required to prepare an accurate evaluation, a request for additional documents is issued and the file is placed on hold until the necessary material has been received to the satisfaction of WES.

Re-Evaluations — Requests for re-evaluation based on documents that were not submitted with the original application constitute a new evaluation, and a second payment of the basic fee is required. Likewise, when an applicant requests that a completed document-by-document report be changed to a comprehensive course-by-course report, the full course-by-course fee of \$150 is required.

From Course-by-Course to Document-by-Document Report — If WES determines that a course-by-course evaluation report cannot be prepared, a document-by-document report will be issued along with a refund for the difference in fees.

Re-Assessment of Equivalencies — WES evaluations are based on the best information and resources available to professional evaluators in the U.S. WES reserves the right to revise educational equivalencies as additional information becomes available.

Fraudulent Documents — When any document submitted with an application is found to have been altered, forged or tampered with in any manner, WES cancels the application and retains all documents. WES will notify all recipients indicated on the application form as well as other appropriate authorities. Fees are not refundable once an application is submitted. Returned checks are subject to an additional \$30 fee.

Application and all Documentation and Payment should be sent to World Education Services



By Mail:

World Education Services
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087



By Courier:

World Education Services
PMB 006
80 Broad Street, 5th Floor
New York, NY 10004



By Fax:

212-739-6120

For information and assistance, please visit www.wes.org, e-mail us at info@wes.org or call one of our offices:

New York
212-966-6311

Chicago
312-222-0882

Miami
305-358-6688

Washington, DC
202-331-2925

San Francisco
415-677-9378

WES Offers ...

■ Multi-purpose Evaluation

Evaluations can be used for education, licensing, employment or immigration

■ Comprehensive Reports

Reports always include *all* your academic credentials – regardless of number or complexity – for one low fee

■ Fast 7-Day Service

Reports are ready in just 7 business days, once we receive your application, all required documents and fees

■ Electronic Transfer of reports to academic institutions and licensing boards



Definition of Services

Basic Services and Fees

WES evaluations are completed and mailed within seven (7) business days from the day an application, all required documents and fees are received. Fees must be paid in U.S. dollars by check/money order or credit card. Payments from outside the U.S. must be drawn on a bank located in the U.S. or by credit card.

Document-by-Document Report - \$100 (per application, regardless of the number of documents)

This report identifies each credential and gives its U.S. equivalent. It is generally used for employment and immigration purposes.

Comprehensive Course-by-Course Report - \$150 (per application, regardless of the number of documents)

This comprehensive evaluation report is designed for, and preferred by, academic institutions and licensing boards. It identifies each credential and gives its U.S. equivalent. In addition, it provides a breakdown of all post-secondary study in terms of U.S. semester credits, grade equivalents, a grade point average (GPA) calculated on a 4.0 scale, and designates the level of undergraduate courses.

CPA Exam Candidates: Each U.S. State accounting board specifies its minimum credit requirements in accounting and business courses. In order to meet this requirement, WES provides a specific evaluation designed for CPA boards. Be certain to select this option on the application form. The fee for this evaluation is \$200.

Rush Services & Fees

Evaluations are completed and mailed within seven (7) business days unless rush service is specified. For faster service, WES offers:

Same-Day — The evaluation is completed and mailed within the same business day. \$195 (in addition to evaluation fee)

Three-Day — The evaluation is completed and mailed within three (3) business days. \$100 (in addition to evaluation fee)

Delivery Options

Evaluations are sent by postal mail unless another option is requested.

Express Delivery — Overnight courier service (U.S./Canada) may be requested for an additional fee of \$15 per address.

International Express — International courier service may be requested for an additional fee of \$50 per address.

Priority Mail — Priority Mail (U.S. only) is available for an additional fee of \$5 per address.

Fax — WES will send an *unofficial* fax evaluation report to you for a fee of \$5.

Sealed Envelope Service — Recipients generally require that the *official evaluation report be sent to them directly by WES*. If you are ordering additional reports that you plan to submit for official purposes at a later date, we advise that you request our sealed-envelope service. WES will send additional reports to you in specially marked and sealed envelopes that most recipients will accept as official. The fee for this service is \$5.

Additional Reports

Our basic service includes sending one official copy of your evaluation report to you and, *when requested at the time of application*, one to the recipient of your choice. Additional reports requested at the time of the initial application are \$15 per report. For reports requested after the evaluation has been completed, the fee is \$40 for the first report and \$15 for each additional report.

Fees are subject to change. Fees are not refundable once an application is submitted.