



# CityUniversity

of Seattle

## INTENSIVE ENGLISH LANGUAGE PROGRAM APPLICATION FOR ADMISSION

### Application Checklist

- Nonrefundable application fee of \$50.00
- Completed application
- Copy of passport ID and U.S. visa pages (if applicable)
- Copy of I-94 if currently in the U.S. (visa holders)
- Consent to Release Information form (if applicable)

### International (F-1) student visa applicants please submit:

- Current Bank Statement
- Sponsor Statement (only required if bank statement is from someone besides parent or self)

### F-1 Transfer Students please submit the following items:

- Copies of all I-20s previously held (student page and endorsement page)
- Completed International Student Transfer Evaluation Form

### In addition, dependents must submit:

- Copy of passport ID page and expiration page
- Spouse: copy of marriage certificate with certified English translation (if applicable)
- Dependent child: copy of birth certificate with certified English translation (if applicable)

**Send applications to:**  
***wal@CityU.edu***

**Contact Information:**  
**Phone:** 1.206.239.4789  
**Email:** wal@CityU.edu



**CityUniversity**  
of Seattle

**INTENSIVE ENGLISH LANGUAGE  
PROGRAM APPLICATION  
FOR ADMISSION**

FOR OFFICE USE ONLY

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_ Advisor: \_\_\_\_\_

Immigration Status: \_\_\_\_\_

**PART A – STUDENT INFORMATION**

1. Name: \_\_\_\_\_  
Last (Family) First Middle

2. Student E-mail: \_\_\_\_\_ 3. Phone: \_\_\_\_\_

4. Country of birth: \_\_\_\_\_ 5. Country of citizenship: \_\_\_\_\_

6. Date of birth: \_\_\_\_\_ 7.  Male  Female 8.  Single  Married  
Month Day Year (Check One) (Check One)

9. Present U.S. address or mailing address abroad:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

10. Permanent home-country address: *(P.O. Box not acceptable)*  
 \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

6. City University of Seattle Student ID # *(If none, leave blank)* \_\_\_\_\_

**PART B – PROGRAM PLAN**

**Check desired start date:**

**Summer Quarter 2018**

- Session A: July 2 - August 10, 2018
- Session B: August 13 - September 21, 2018

**Fall Quarter 2018**

- Session A: September 24 - November 2, 2018
- Session B: November 5 - December 14, 2018

**Winter Quarter 2019**

- Session A: January 2 - February 8, 2019
- Session B: February 11 - March 22, 2019

**Spring Quarter 2019**

- Session A: March 25 - May 3, 2019
- Session B: May 6 - June 14, 2019

**Summer Quarter 2019**

- Session A: July 1 - August 9, 2019
- Session B: August 12 - September 20, 2019

**PART C – U.S. VISA INFORMATION** *(To be completed by applicants currently residing in the U.S.)*

1. Present visa classification:  F-1  Other: \_\_\_\_\_

2. Check one:

- I will keep my current visa status and plan to:
  - Remain in the U.S.
  - Leave the U.S. before starting my program at City University of Seattle
- I will apply to the U.S. Citizenship and Immigration Services (USCIS) to change my visa status to F-1
- I will leave the U.S. and return on an F-1 visa
- Other (explain): \_\_\_\_\_

## PART D – F-1 STUDENT FINANCIAL DECLARATION

As an F-1 student you will be required to enroll full-time and make normal progress towards your degree. These charges are subject to change without notice and students should be prepared for any adjustments in expenses. Estimated expenses for a single student are as follows:

### ACADEMIC YEAR – 12 MONTHS (3 QUARTERS OF ENROLLMENT AND 1 VACATION QUARTER)

Length of time	1 session (5 weeks)	1 quarter (2 sessions=1 level)	2 quarters (4 sessions)	3 quarters (6 sessions)	4 quarters (1 vacation quarter)
Bank Statement Requirement	\$3,934	\$7,868	\$15,736	\$23,604	\$28,272

Above estimates are calculated without any dependents – for each dependent please add \$1075/quarter.

- Tuition is subject to yearly increase. The tuition shown above reflects rates effective from July 1, 2017 - June 30, 2019.
- Expenses may vary depending upon individual lifestyle.

Length of time I want to study: \_\_\_\_\_

## FINANCIAL STATEMENT

City University of Seattle requires certification of adequate financial support from applicants with student visas before admission will be considered. Students should prepare to pay tuition and fees for the quarter at the time of registration. City University of Seattle cannot defer payment of tuition and fees. Include your/your sponsor's current bank statement (dated within 9 months of the desired starting date) and, if applicable, your sponsor's letter with this application.

	STATEMENT BALANCE
<input type="checkbox"/> <b>Personal Funds of Student</b> _____	\$ _____
<input type="checkbox"/> <b>Family</b>	
Name: _____	\$ _____
Relationship to Student: _____	
Address: _____	
_____	
<input type="checkbox"/> <b>Private Sponsor</b>	
Name: _____	\$ _____
Relationship to Student: _____	
Address: _____	
_____	
<input type="checkbox"/> <b>Scholarship*</b> (Government/Company/Other)	
Relationship to Student: _____	\$ _____
Address: _____	
_____	

\* Please submit a signed copy of the scholarship award letter with this application. It should include details of the scholarship, including award amounts, effective dates, billing instructions, and background information about the sponsoring organization.

**F-1 students are prohibited from engaging in employment by U.S. Immigration Regulations without proper authorization. You must have sufficient funds to cover your expenses without any financial assistance from the university.**

## PART E – DEPENDENTS (See application information packet)

List any dependents (spouse and minor children) who will accompany you on an F-2 (F-1 Dependent) Visa\*:

Last Name	First Name	Date of Birth (mm/dd/yy)	Country of Birth	Relationship to You
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*Proof of dependency is required (marriage certificate, birth certificate, other) as well as passport copies.

## PART F – POLICIES & PROCEDURES

### Equal Opportunity/Non-Discrimination Grievance Procedure

City University of Seattle subscribes to the principles and laws of individual states and the federal government, including applicable Executive Orders that pertain to civil rights, equal opportunity, and affirmative action.

City University of Seattle prohibits discrimination on the basis of race, gender, religion, age, national or ethnic origin, physical, mental or sensory disability, marital status, sexual orientation, and status as a veteran. The policy regulates the recruitment, employment, and retention of faculty and staff and the operation of all University programs, scholarships, loans, activities, and services.

City University of Seattle has created the following procedure to provide an effective and acceptable way to bring to the University's attention any equal opportunity/non-discrimination, disciplinary or conduct-related problems and complaints. The procedure helps identify and eliminate legitimate causes for dissatisfaction and enables students, faculty and staff to file a grievance without fear of retribution or prejudice. The procedure is separate from and applies to all issues other than grades.

Evidence of practices that are inconsistent with this policy should be reported to the Human Resources Office. If a situation warrants further administrative assistance, after using City University of Seattle's grievance procedure and appeals conciliation process, public resources are available through the U.S. Department of Education, the U.S Office of Civil Rights, and the Washington State Human Rights Commission.

#### The grievance filing procedures are as follows:

1. The aggrieved party contacts the Director of Human Resources or appropriate designee as soon as a problem is recognized.
2. The aggrieved party and the Director of Human Resources or appropriate designee meet where an appropriate form is provided for the aggrieved party.
3. Once the form is completed, the Director of Human Resources or appropriate designee conducts an investigation and prepares a report of findings.
4. The Director of Human Resources or appropriate designee reviews the findings with the aggrieved party's department head and the University's management team.
5. Within 10 days the outcome of these reviews will be shared with the aggrieved party.
6. In the event of any apparently irreconcilable conflict, a three-person board comprised of non-involved management, supervisory staff and a member of one's peer group will be appointed to review the grievance and attempt conciliation. The board's written recommendation,

of which the aggrieved party will receive a copy, will be prepared within 10 additional working days for review by the President of the University.

7. When the appropriate action has been determined, all parties involved will be informed of the decision in writing. Finally, a follow-up procedure will be developed to ensure the action that was agreed upon is carried out accordingly.

Documentation of all proceedings will be held in strictest confidence and maintained in a confidential file.

It is the responsibility of all City University of Seattle employees to refer a student grievance to the Director of Human Resources or appropriate designee for compliance with this procedure.

### Substance Abuse Policy

The goal of City University of Seattle's substance abuse policy is to ensure that the University and all its locations are free of illegal drug use, alcohol abuse or illegal drug activity. All City University of Seattle employees, faculty, staff and students will be provided with a complete copy of this policy. From time to time, drug-related educational materials and programs will be offered to enhance your awareness of the facts about alcohol abuse, as well as illegal drugs and the consequences of their use. Materials and programs also will describe the alternatives available to you in the event that you are or may become involved with drugs and feel the need for professional assistance. The University's typical response to voluntary requests for assistance is summarized in the policy. The policy's legal basis is the Federal Drug-Free Workplace Act of 1988, and Drug-Free School and Communities Act-Higher Education, Drug-Free Schools and Campuses, August 16, 1990. These laws and this policy apply to all City University of Seattle employees, faculty, staff and students, full-time, part-time and on-call. City University of Seattle is required by strict mandate of the Department of Education to implement and enforce these regulations.

### Disclosure of Campus Security Policy & Campus Crime Statistics Act

City University of Seattle is a private nonprofit institution of higher education. Its mission to provide educational opportunities world wide, primarily to segments of the population not being fully served. City University of Seattle is committed to the safety and security of its entire faculty, staff and students. In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the university is dedicated to the accurate and timely dissemination of all crime statistics and security related information to our constituents. The annual report containing campus and non-campus crime statistics and related information may be accessed at [www.cityu.edu](http://www.cityu.edu). Paper copies are available upon request by calling our Human Resource Department at 1.800.426.5596, extension 4944.

## PART G – EQUAL OPPORTUNITY, DRUG AND GRIEVANCE POLICIES

By signing this form I confirm that have read and understand the above equal opportunity, drug, grievance, and campus security policy statements.

Please Initial and Date \_\_\_\_\_

## PART H – SPECIAL ACCOMMODATIONS

Do you require special accommodation?  Yes  No If yes, please contact the Disability Resource Office at **800.426.5596 ext. 4754**

I hereby certify that the information I have provided on this application is accurate and complete to the best of my knowledge. I acknowledge that the falsification of information of information on the application or other required documents will result in the dismissal from the university. Furthermore, I certify that I will have the full amount reported on page 3 available for my personal and academic expenses, and I will be able to pay for travel to my home country upon completion of my studies.

**OPTIONAL:** I hereby authorize City University of Seattle to release my information about my application to: \_\_\_\_\_  
(name of agent/friend/family if applicable)

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

US Immigration regulations require applicants to personally sign the application form. Applications signed by third parties will be invalid.