

How to Apply to the IEC

- Admission to the IEC is open to all non-English-Speaking students who have obtained a high-school education or its equivalent. In the summer, the minimum age is 17 years old.
- If you wish to apply to the IEC, please follow these instructions:
 1. Print the application form from the IEC website. Fill it out and sign it. If someone else is applying for you, he or she should sign.
 2. Send financial support documents in the form of a bank letter which states your name or your sponsor's name **in English**.
 3. Send check for \$400 (application fee and deposit) payable to: SUNY Stony Brook, Account #900025. **PLEASE DO NOT SEND CASH THROUGH THE MAIL!**
 4. ONLY IF you would like to live on campus in the dormitories, send Housing deposit check for \$200.00 payable to: SUNY at Stony Brook (see page 3, number 12). **PLEASE NOTE: Your housing deposit is refundable! If you do not send your housing deposit, we will NOT reserve a room! Please do not wait until you get your visa to pay your housing deposit as there will be no rooms left!**
 5. If you are applying for an I-20, please send a copy of your passport that shows your full name.
 6. If you are **transferring from another school** you must include the following with your application:
 - A Stony Brook University transfer report completed and signed by your current school
 - A copy of your current I-20 form
 - A copy of your visa and I-94 card
 7. If you are married and plan to bring family members as dependents you must show additional financial support and provide name, date of birth, country of citizenship and country of birth for each person on a separate sheet of paper.

Mail all of the above to:

**Intensive English Center
E5320 Melville Library
Stony Brook University
Stony Brook, NY 11794-3390, USA**

- The tuition balance and all other fees must be paid in full during the first week of classes. See [Program Fees](#) for more information.
- Please note that the IEC does not accept applications for more than one semester at a time. If you complete an IEC program and wish to continue for another term you must reapply and submit new financial documentation at the end of your first term (in this case, the application fee for the second term will be waived).

Application Deadline

Six weeks prior to the beginning of each program. See the [Program Dates – Calendar](#) for more information.

IEC Program Fee Refund Policy

The application fee (\$100) is non-refundable. The tuition deposit may be refunded only if written notice of withdrawal is received six weeks prior to the beginning of the program (a specific date appears on the acceptance letter of every session). Moreover, if an I-20 has been issued, it must be returned to the IEC office before a refund can be processed.

If a student withdraws after the refund deadline, the application fee and tuition deposit may be rolled over to the next consecutive semester upon a written request by the student. The application and deposit fees may be applied only to the semester following withdrawal, and only one such rollover is allowed to a student. The right to a refund is forfeited if a student rolls over his or her application. **There are no refunds for any reason after a session begins.**

Housing Deposit Refund

Any student who needs to live on-campus should send in an additional \$200 housing deposit. For the Fall semester, students have until August 15th (or the date they move in, whichever occurs sooner), to cancel in writing (January 15th for Spring semester). Students who cancel after the above deadlines forfeit their deposit.

Visa Requirements

The IEC will issue I-20s (Certificates of Eligibility) for those students who fulfill the IEC admission requirements and provide evidence of financial support. The I-20 form is used to apply for a student visa (F-1) at an American embassy or consulate. Please note that not all visa types are appropriate for full-time study and the IEC does not issue I-20s for Change of Visa Status. The summer part-time program (Track 2) is for permanent residents or US citizens who do not need a visa to study.

Please note: All persons applying for an F visa with an I-20 form with an issue date of September 1, 2004 or later must now pay a SEVIS fee before applying for their visas at the embassy. The SEVIS fee is generally a one-time fee and is non-refundable. Please go to the following website for directions on how and where to pay the SEVIS fee: www.fmjfee.com

The SEVIS fee is NOT payable to the IEC. It is paid to DHS (Department of Homeland Security). Proof of payment must be presented to consular officials during the visa application process. Please e-mail the IEC if you have any questions about the SEVIS fee.



Intensive English Center (IEC)
State University of New York at Stony Brook
Application Form

For Office Use Only:
Date Received:
ID#

I am applying for: Fall 20____ Spring 20____
 Summer 20____ Track 1 Track 2 Track 3

1. Print, in English, your name as it appears on your passport:

Family/Last _____ First _____

2. Your Home Address (this should be your permanent address):

Number and Street _____ Apartment Number _____

City _____ State _____

Country _____ Postal Code _____

Telephone Number _____ E-mail _____

Address in U.S., if any, care of:

Family/Last _____ First _____

Number and Street _____ Apartment Number _____

City _____ State _____ Postal Code _____

Telephone Number _____ E-mail _____

Mailing or Agency Address (if applicable):

Contact Name or Agency Name _____

Address _____

Address 2 _____

Telephone Number _____ E-mail _____

3. Indicate Mailing Address (check one):

Home Address U.S. Address
 Mailing Address Agency Address

4. Date of birth: _____
Month Day Year

5. Country of Birth: _____ **AND Country of Citizenship:** _____

6. Sex: Male Female
7. Marital Status: Married Single
If married, will you bring dependents? Yes* No

***If yes, please send separately name, date of birth, country of birth & country of citizenship for each dependent.**

8. **Number of years you have studied English?** _____ **High School** _____ **College**
9. **Have you recently taken the TOEFL or IELTS exam?** Yes, Score: _____ No
 Students applying for [Summer Track 3](#) should send proof of their TOEFL score.

10. **Please check as appropriate:**

I plan to attend Stony Brook for academic study after the IEC: Yes No

11. **I have already applied to Stony Brook for:** Yes (check box below) No
- Undergraduate Study Graduate School, Dept. _____

12. **Do you want campus housing?** Yes No
- Single Room (23 years or older) Double Room

If “yes,” please note that students who live on campus must sign up for a meal plan. To reserve a room, please include a housing deposit check for \$200 payable to “SUNY at Stony Brook.” **If you do not submit your deposit at the time of application, we cannot guarantee housing if you apply at a later date!**

Visa Information

1. **Do you need an I-20 issued by the IEC to get a student (F-1) visa?**
- Yes No If no, what type of visa do you intend to get? _____

2. **Are you a permanent resident of the U.S.?** Yes No

3. **Are you a citizen of the U.S.?** Yes No
 If the answer to any of the above two questions is yes, you must send a copy of your green card or passport.

4. **Are you currently in the U.S.?** Yes No
 If yes, what type of visa do you have?
 F-1 F-2 B1-B2 Other-Specify: _____

Visa expiration date: _____
 Month Day Year

Please send a photocopy of your visa and I-94 form.

5. **Are you transferring from another school in the U.S.?**
- Yes No

If yes, name of school: _____

Transfer students must submit with application documents:

- Stony Brook University transfer report (Verification from their current school that they have maintained their immigration status and are eligible to transfer)
- A copy of their I-20 form from their current school;
- A copy of their visa and I-94

Statement of Financial Support

It is estimated that the total expense for participating in one 15-week IEC program will be approximately \$10,000, which includes tuition, campus housing, meals, insurance, and living expenses. For a six-week summer program these expenses are approximately \$5,000.

*If you bring dependents, you must show additional funds (\$2,700 for spouse and \$1,600 per child.)

How will you pay for these expenses?

Please check the appropriate box below and follow the instructions.

Personal Savings

You must show that you can cover your expenses while in the U.S.. Please request a letter from your bank that states your balance in U.S. dollars. Send the original (not a photocopy) with your signed application.

Check one:

Family

Sponsor

If you are supported by your family or a sponsor, you must show that they can cover your expenses while in the U.S. Please have them request a letter in English from their bank that states their current balance in U.S. dollars. **Send the original bank letter AND completed affidavit of support (next page) with an original signature.** If your family or sponsor in the U.S. is applying for you, they must also sign the Declaration of Applicant below.

Declaration of Applicant

In order for your application to be considered for admission you must read and sign the following statement. **If you do not sign below, we will not process your application:**

“I certify that the statements on this form are correct. I understand that any questions answered incorrectly can result in the cancellation of my application, or, if discovered later, in my dismissal from the Intensive English Center at Stony Brook University.”

Signature of Applicant or Sponsor

Date

Remember:

If you are applying for [Summer Track 3](#), please send a photocopy of your TOEFL score.

Affidavit of Support

REMEMBER: If you are supporting yourself and have enclosed financial documentation from your own personal bank account, you do not complete this affidavit.

PLEASE PRINT LEGIBLY:

“I have read this application and I am willing to support _____
(Student’s Name)
during his/her studies at the Intensive English Center. I agree to accept full responsibility
for his/her tuition and living expenses.”

FAMILY/SPONSOR NAME: _____
Last/Family Name First Name

FAMILY/SPONSOR ADDRESS:

Number and Street Apt. No.

City State

Country Postal Code

Relationship to Applicant

Signature of Sponsor

CHECKLIST

Are you ready to send in your application? Use this check list to see if you have everything completed:

FOR STUDENTS WITHOUT A SPONSOR:

- I have completed the application form with accurate information.
- I have signed the application form.
- I have included a copy of my passport showing my full name.
- I have included my original bank letter from my personal bank account.
- \$400 tuition deposit check (DO NOT SEND CASH!)
- \$200 housing deposit check, if you require housing (DO NOT SEND CASH!)

FOR STUDENTS WITH A SPONSOR:

- Me or my sponsor has completed the application form with accurate information.
- Me or my sponsor has signed the application form.
- I have included a copy of my passport showing my full name.
- My sponsor has included an original bank letter and has completed the Affidavit of Support.
- \$400 tuition deposit check (DO NOT SEND CASH!)
- \$200 housing deposit check, if you require housing (DO NOT SEND CASH!)

ADDITIONAL DOCUMENTS FOR TRANSFER STUDENTS ONLY:

- I have included a Transfer Report, completed and signed by my former school.
- I have included a copy of my current I-20.
- I have included a copy of my passport, visa and I-94.

**** Students applying as US citizens or permanent residents must also provide a copy of US passport or greencard (respectively).**