

## International Student Intensive English Program Application

Thank you for applying to the College of Marin Intensive English Program (IEP). IEP has four flexible start dates each semester to help students begin their studies as soon as possible

<b>Fall 2017 &amp; Spring 2018 Tuition and Enrollment Schedule</b>					
<b>Enrollment Period</b>	<b># of Weeks</b>	<b>Tuition Fee</b>	<b>Report Date</b>	<b>Classes Begin</b>	<b>Classes End</b>
FALL 1	16	\$3,000	August 8	August 21	December 7
FALL 2	12	\$2,460	September 18	September 18	December 7
FALL 3	8	\$1,620	October 16	October 16	December 7
FALL 4	4	\$840	November 13	November 13	December 7
SPRING 1	16	\$3,000	January 11	January 23	May 17
SPRING 2	12	\$2,460	February 20	February 20	May 17
SPRING 3	8	\$1,620	March 26	March 26	May 17
SPRING 4	4	\$840	April 23	April 23	May 17

**Cost of attendance and dates are subject to change at any time**

### There are two easy ways to submit your application to College of Marin

1. Email

Complete our International Student Intensive English Program Application. Scan and email your application forms and supporting documents in PDF or JPEG format to: [international@marin.edu](mailto:international@marin.edu)

2. Mail or In-Person

Complete our International Student Intensive English Program Application. Mail or deliver your application forms and supporting documents to the address listed below. If you have family or friends in our area, they can deliver the documents in person.

**College of Marin**  
**International Education Office**  
**835 College Avenue, SS 124**  
**Kentfield, CA 94904 USA**

### Application Checklist

- International Student Intensive English Program Application
- Guarantee of Financial Support and supporting bank documents
- Copy of passport and any current US visas
- Application fee of \$100 USD, payable by credit card, money order, or personal check
- Transfer students attending another school in the U.S. must submit an official Transfer Form if accepted

### Application Process

If you have any questions about this application, please contact the International Education Office for assistance. Please note that if applying for Fall 1 or Spring 1, students will be enrolled for a full semester and no partial semesters will be permitted. If accepted, College of Marin will send you a SEVIS form I-20 and Letter of Acceptance. The SEVIS form I-20 is an important document that must be presented when applying for an F-1 Student Visa and upon entering the United States. Visa processing times vary significantly, so allow enough time to obtain a visa and make travel arrangements. You must arrive at College of Marin by the Report Date listed on the I-20 form.

### Change of Status Students

Applicants who plan to change visa status while in the United States must notify the International Education Office before applying. Students who currently hold J-1 status must apply for F-1 status a minimum of 30 days before their current program end date. This process may take several months, so advanced planning is necessary. Please be advised that a Change of Status denial will require that the applicant leave the United States immediately or apply for reinstatement. Tuition and health insurance refunds may not be available.

## Tuition and Estimated Expenses

Tuition at IEP must be paid before the first day of classes at the beginning of each semester or enrollment period. College of Marin is required by law to verify that each student has sufficient funds to cover the total estimated cost of living and studying while attending IEP. The estimated amount includes living expenses, tuition, medical insurance, and other costs. The actual cost of living may be higher or lower depending on the student. In most cases, similar documentation will be required when applying for an F-1 visa.

Estimated Student Expenses for One Academic Year	
Tuition & Fees*	\$6,200
Living Expenses (Housing & Meals)	\$13,000
Books and Supplies	\$600
Miscellaneous costs: Transportation, personal, clothing expenses	\$3,100
College of Marin Medical Insurance	\$1,500
<b>Total Expenses</b>	<b>\$24,400</b>

\*Fees include Application Fee and Student ID & Transportation Fee. An additional \$5000 is required for each F-2 dependent.

College of Marin requires applicants to show a minimum of **\$24,400 USD** for one academic year of study. This estimate is based on participation in two semesters of academic study and does not include living expenses during the summer. If friends or family will provide free housing and meals for the duration of your studies at IEP, documentation of **\$11,400 USD** will be accepted. If applying for only one semester or a partial semester, please submit documentation for half the amounts listed above. The length of time your initial-status F-1 visa is granted may reflect the shorter program length. IEP advises students to apply for a full year and notify the International Education Office if planning to continue studies in the U.S. after completion of IEP.

### Bank Document Submission Guidelines

- You may submit copies of bank documents when applying for IEP. Original bank documents may be required at the U.S. Embassy or Consulate at the time of your visa interview.
- Acceptable forms of funding include checking, savings, or investment accounts, or a bank's letter of financial guarantee including the account holder's name.
- Bank documents must be no more than six (6) months old.
- Funds may be in U.S. dollars or your country's currency. Bank documents must clearly show the account holder's name, the account balance, and type of currency.
- You may have more than one sponsor providing financial support as long as the total is equal to the amount required.
- Each sponsor must submit a **College of Marin Guarantee of Financial Support/Housing & Meals Form**. The form can be copied and used for multiple sponsors if needed.
- College of Marin may request additional information or documents if needed.

## Important Information

- **Refund Policy:** IEP tuition refunds will not be granted after the first week of the program.
- **Attendance Regulations:** Full-time attendance at the Intensive English Program is 20 hours per week. International students are required to attend school full-time and must attend 90% of each enrollment period to remain enrolled in the program.
- **Medical Insurance:** College of Marin has a mandatory health insurance policy. All international students are required to purchase the mandatory insurance plan prior to the start of each semester. Please do not purchase insurance until you have received your F-1 visa, as no refunds for insurance coverage are permitted. J-1 to F-1 change of status students are required to purchase insurance before the start of the program, regardless of change of status approval. More information will be provided upon acceptance.
- **Employment Regulations:** Students are allowed to work on campus up to 20 hours per week during the school term. On-campus employment is extremely limited and off-campus employment is not permitted.
- **Tuberculosis Test (TB):** Students are required to obtain a tuberculosis test clearance from our Campus Health Center upon arrival. If you test positive for TB, you will need to have a chest x-ray and receive clearance from a doctor.
- **Housing:** College of Marin does not provide student housing. For information about off campus housing, visit <https://housing.marin.edu>.

## Discrimination Disclaimer

The College of Marin does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics, and application for District employment.

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**Applicant Information**

Name: Last (Family/Surname) as it appears on your Passport

First (Given)

Middle

Date of Birth: (Month/Day/Year)\*

Female  Male

Gender

Primary Language

\*If not 18 years-of-age by start of program, additional information will be required.

Country of Birth

Country of Citizenship

**Home Country – Permanent Address:**

**U.S. Address**

Number and Street:

Number and Street:

City:

City:

State / Province / Prefecture

State / Province / Prefecture

Country

Postal Code

Country

Postal Code

Mobile / Telephone number (Include Country Code)

Mobile / Telephone number (Include Country Code)

**E-Mail Address**

(Must use U.S. email account, such as Gmail, Yahoo, or MSN. International email accounts such as QQ.com are not accepted.)

**Agent Information** If you are working with an advising agency, please fill out the information below

Agency's Name

Contact Person's Name

Telephone (Include Country Code)

Email

Address

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If you are in the U.S. now, please indicate your current visa type: \_\_\_\_\_

Date of entry into the U.S.: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Visa Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Do you plan to travel outside the U.S. before attending College of Marin  No  Yes Travel Date: \_\_\_\_\_

**Have you studied English for one (1) year or more?** Applicants are not required to provide proof of English proficiency, however a minimum of 1 (one) year of prior English study is highly recommended. Level 1 at IEP starts from a high beginner level.

Yes  No

**Do you plan on transferring to the College of Marin Academic Credit Program after completion of IEP?**

Yes  No

**Emergency Contact Information:**

This information will remain on file for the duration of your enrollment. If a change occurs, please report it to the International Education Office immediately.

Emergency Contact Person: \_\_\_\_\_ Languages Spoken: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Relation to Applicant: \_\_\_\_\_

**Transfer Students Only**

**Current School in United States:**

Upon acceptance you will be required to submit your Letter of Acceptance and a Transfer Form to your current school to complete the transfer process.

\_\_\_\_\_  
Name of U.S. school you are currently attending City/Country Completion Date

\_\_\_\_\_  
Name of school DSO Email address Phone Number

\_\_\_\_\_  
**Applicant Signature** Date: \_\_\_\_\_  
(Month/Day/Year)

### College of Marin Guarantee of Financial Support/Housing & Meals

The College of Marin is required by law to verify that sufficient funding is available for each student. It is possible for one sponsor to provide both financial support as well as housing and meals. If multiple sponsors are necessary, a separate form is required for each sponsor. Both the sponsor and the applicant must sign this form. The minimum total amount required for the first academic year is **\$24,400 USD**. If housing and meals are provided to the student at **no cost**, the minimum amount required is **\$11,400 USD**. Actual expense may be different than the projected amounts. **Please attach bank documents verifying the financial support listed below. Multiple accounts may be submitted by the applicant and/or sponsor.**

<b>Applicant Information</b>	Applicant's Name:
	Applicant's Country:
	<input type="checkbox"/> I am sponsoring myself. I will provide my own bank documents. <input type="checkbox"/> My sponsor will provide funding. See below.
<b>Sponsor will provide</b>	Sponsor's Name:
	Address:
	Relationship to applicant:
	Sponsor's email or phone number (+ country code):
<b>Financial Support Information:</b> Indicate here how much and for how long funds will be provided to support the applicant named above. Attach original documentation from your bank. Please note the following: <ol style="list-style-type: none"> <li>1. Bank documents must be recently issued within the last six (6) months.</li> <li>2. Bank documents must clearly indicate the type of currency.</li> <li>3. The sponsor's name must appear on the bank documents and must match the name on this form.</li> </ol>	
<b>\$ USD Per Year</b>	<b>Source of Funds (please describe)</b> Example: Bank of America- Savings Account
<b>Sponsor's Statement of Guaranteed Funding:</b> I certify that funding in the amount indicated here will be available to support the applicant named above during his/her program at the College of Marin. I am providing bank documents to verify funding.  Signature of Sponsor _____ Date _____	
<b>Sponsor's Guarantee of Housing &amp; Meals:</b> I certify that I will provide housing and meals at no cost to the applicant named above during his/her program at the College of Marin.  Signature _____ Date _____	
<b>Applicant's Signature:</b>  Signature _____ Date _____	