

Academic Intensive English Program

Transfer Student Application Information

BaruchCOLLEGE
The City University of New York

CONTINUING AND PROFESSIONAL STUDIES

www.baruch.cuny.edu/caps

Dear Prospective Student,

Thank you for your interest in the Academic Intensive English Program at Baruch College's Continuing and Professional Studies.

The enclosed information provides details about our schedule, tuition, and application process.

For more information about our faculty, student services, and facilities, please visit our website at <http://www.baruch.cuny.edu/caps>.

Please note that admission into the Academic Intensive English Program does not guarantee admission into any of the undergraduate or graduate programs of Baruch College.

We are very happy to assist you. Please let us know if you have any questions or need any help.

Best regards,

Patti Juza
Director
Center for English Language
Continuing and Professional Studies
Baruch College, CUNY

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PROGRAMS

Academic Intensive English Program

The Academic Intensive English Program is designed to help prepare non-native English speakers for college or graduate school in the United States. Students receive 20 hours per week of interactive instruction in writing, reading, listening and speaking. Additionally, students choose a daytime elective, from a unique menu of courses including, grammar, TOEFL preparation, public speaking, pronunciation, business English, American pop culture and more. These elective complement the skill-based classes, and allow students to develop their English language proficiency while concentrating on an area of interest. Students completing level 10 may apply to Baruch College's undergraduate degree program without taking the TOEFL exam.

Intensive TOEFL, GMAT, & GRE Prep

The Intensive TOEFL Preparation course meets 20 hours per week for 5 weeks. Working with an experienced TOEFL instructor, students gain confidence as they perfect their test taking strategies and build their English language fluency.

The Intensive GMAT and GRE Preparation courses are designed for international students who plan on going to business or graduate school in the U.S. Students receive 20 hours per week for 5 weeks of intensive instruction in verbal and quantitative reasoning, academic vocabulary-building, and academic writing.

SCHEDULES, TUITION, FEES, & REFUNDS

Weekly Schedules

Academic Intensive English Program

	<i>Monday/Wednesday/Friday</i>	<i>Tuesday/Thursday</i>
9am-11am	Writing	Reading
11:30am-1:30pm	Listening & Speaking	Elective

Intensive TOEFL, GMAT & GRE Weekly Schedule

	<i>Monday/Wednesday/Friday</i>	<i>Tuesday/Thursday</i>
9am-11:30am	Skill Review, Test Taking Strategies & Practice	Skill Review, Test Taking Strategies & Practice
11:30am-12:30pm	Lunch	
12:30pm-2pm	Simulated Test Questions & Diagnostic Tests	Simulated Test Questions & Diagnostic Tests

**Classes run in 5-week cycles, and begin approximately every 2 months.*

Annual Schedule, Tuition & Fees for Academic Intensive English Program 2012-2013

<p>Spring 2012</p> <p>10 weeks 20 hours per week Monday-Friday 9:00am-1:30pm March 1-May 10 Overseas Deadline: February 1 U.S. Deadline: February 16 Placement Test: February 23 Orientation: February 27</p> <p>No Class On: Apr. 6</p> <p>\$3,400</p>	<p>Summer I 2012</p> <p>5 weeks 20 hours per week Monday-Thursday 9:00am-3:00pm May 23-June 27 Overseas Deadline: April 23 U.S. Deadline: May 9 Placement Test: May 17 Orientation: May 21</p> <p>No Class On: May 28</p> <p>\$1,700</p>
<p>Summer II 2012</p> <p>5 weeks 20 hours per week Monday-Thursday 9:00am-3:00pm July 9-August 9 Overseas Deadline: June 8 U.S. Deadline: June 25 Placement Test: July 2 Orientation: July 3</p> <p>No Class On: N/A</p> <p>\$1,700</p>	<p>Fall 2012</p> <p>10 weeks 20 hours per week Monday-Friday 9:00am-1:30pm September 24-December 6 Overseas Deadline: August 24 U.S. Deadline: September 7 Placement Test: September 17 Orientation: September 20</p> <p>No Class On: Sept. 26, Oct. 8, Nov. 22, Nov. 23</p> <p>\$3,400</p>
<p>Winter 2013</p> <p>5 weeks 20 hours per week Monday-Friday 9:00am-1:30pm January 9-February 14 Overseas Deadline: December 7 U.S. Deadline: December 21 Placement Test: January 3</p> <p>Orientation: January 7</p> <p>No Class On: Jan. 21, Feb. 12</p> <p>\$1,700</p>	<p>Spring 2013</p> <p>10 weeks 20 hours per week Monday-Friday 9:00am-1:30pm March 4-May 14 Overseas Deadline: February 4 U.S. Deadline: February 18 Placement Test: February 25</p> <p>Orientation: February 27</p> <p>No Class On: Mar. 26, Mar. 29</p> <p>\$3,400</p>
<p>Summer I 2013</p>	<p>Summer II 2013</p>

<p>5 weeks 20 hours per week Monday-Thursday 9:00am-3:00pm May 28-July 1 Overseas Deadline: April 26 U.S. Deadline: May 10 Placement Test: May 21</p> <p>Orientation: May 23</p> <p>No Class On: May 27 \$1,700</p>	<p>5 weeks 20 hours per week Monday-Thursday 9:00am-3:00pm July 15-August 15 Overseas Deadline: June 14 U.S. Deadline: June 28 Placement Test: July 8</p> <p>Orientation: July 10</p> <p>No Class On: N/A \$1,700</p>
<p>Fees</p> <p>\$50 Placement Test</p> <p>\$30 Activity Fee (each term)</p> <p>\$35 Health Fee</p> <p><i>(each term, for those students who do not have health insurance)</i></p>	

Tuition & Fees for Intensive TOEFL, GMAT & GRE Prep

	Intensive TOEFL	Intensive GMAT	Intensive GRE
Tuition	\$1,700	\$1,880	\$1,880
Fees	<p>\$50 Placement Test \$30 Activity Fee (each term) \$35 Health Fee <i>(each term, for those students who do not have health insurance)</i></p>		

Refund Policy

Refund requests must be dated and submitted in writing. Attach **a copy of your payment receipt** with the **Refund Request Form**. Processing refunds requires approximately six weeks. All refunds may also be requested as a credit for any class of equal tuition. Full tuition will be refunded if the request is received at least two business days before the first class meeting. After this date, refunds will be made according to the schedule below:

Refund	Schedule
100%*	2 Business days prior to the 1 st day of class
75%*	Prior to the end of 5% of the program
50%*	Prior to the end of 15% of the program
25%*	Prior to the end of 25% of the program
0%	After 25% of the program
<ul style="list-style-type: none">• * less service charge• Service charge is \$75• Non-refundable fees are \$50 language testing fee, if required, or any other fees not included in the Academic Intensive English Program.	

Submit a refund request in person at the CAPS office:
55 Lexington Avenue, Room 1-116
New York, NY 10010

Application Process for Transfer Students

Admission to the Academic Intensive English Program is for a period of 2 academic years (\$48,200), unless otherwise indicated (\$24,100 for one year). **Students must be at least 17 years old to apply to this program.**

Application Checklist

Requirement	Self-Support	Sponsored
Completed application form (attached)	•	•
Tuition deposit of \$400	•	•
Passport-size photograph	•	•
Copy of passport	•	•
Original bank statement (must be checking or savings) no more than 3 months old. (At least \$24,100)	•	
Original bank statement in the name of the sponsor no more than 3 months old, which states the date the account was opened, current balance, average deposits and average balances in exact figures. If the account is in the name of more than one person, each individual must submit a separate affidavit of support.		•
<u>If student is receiving free room and board:</u> <ul style="list-style-type: none"> • Affidavit of free room and board (notarized) • Photocopy of lease, deed, or rent receipts (4 consecutive rent receipts) 		
Confidential declaration and certificate of finance (attached)	•	•
Sponsor's proof of income (Includes <u>1</u> of the following): <ul style="list-style-type: none"> • Verification of employment on letterhead stationary (If self-employed, income estimated by a bank or private accountant) • Most recent income tax documentation (For U.S. citizens, this would be the W-2 form) • Property estimate issued by a certified accountant • Certificate of stocks or bonds 		•
Transfer status enrollment form (attached)	•	•
Copy of student's I-20 from previous school(s)	•	•

Once you have your SEVIS I-20, be sure to register FULL TIME (i.e. 18 hours/week). This will complete your SEVIS requirements.

Please Note: If you would like a friend or relative to receive your I-20 in person or by mail, a written authorization must be presented along with all of your documents. Without the authorization the I-20 can only be picked up by the student or mailed directly overseas. **No exceptions.**

Type of Financial Support *Please check one:*

- Student's own original bank statement on letterhead in English and U.S. dollars*
- Notarized overseas family letter of support and original bank statement on letterhead in English and U.S. dollars*
- Notarized U.S. sponsor's affidavit of support (I-34) and original bank statement on letterhead*

*An official document of monthly account activity, including account number, balance, deposit, and withdrawals

Payment Enclosed *Please check one:*

- \$400 Tuition Deposit (**The \$400 is non-refundable if student withdraws application**)
- Fall Term (10 weeks)
- Winter Term (5 weeks)
- Spring Term (10 weeks)
- Summer I or Summer II Term (5 weeks)

Payment Method *Please check one:*

- Certified Bank Check
- Money Order
- Credit Card *Please check:*
 - American Express
 - Mastercard
 - Visa

Credit Card Number _____

Expiration Date _____
month/year

Cardholder's Name _____

Cardholder's Signature _____

After studying English at Baruch College, do you plan on going to college or graduate school in the U.S.?

- Yes (*If yes, what LEVEL of study are you interested in?*)
 - Undergraduate Degree (Associates or Bachelors)
_____ **Area of Study (For example, Accounting, Marketing, History, Biology)**
 - Graduate Degree (Masters or Doctorate)
_____ **Area of Study (For example, Finance, Management, Psychology, Engineering)**
- No

I certify that the information provided in this application is accurate and complete.

Signature

Date

You must also submit a copy of your passport with your application.

This declaration is for international students who plan to study at Baruch. Before you answer the declaration on this form, look at the chart below that tells you how many U.S. dollars you will need for tuition and other expenses for each academic year. A Certificate of Eligibility (SEVIS I-20) will not be issued until the student and his/her sponsor(s) have signed, notarized and returned this form to the International Student Service Center. The certification is for the entire period of study at Baruch College's Continuing & Professional Studies (CAPS).

ESTIMATE OF EXPENSES FOR AN INDIVIDUAL STUDENT AT CAPS PROGRAM FOR THE ACADEMIC YEAR 2012-2013

EXPENSE	ACADEMIC INTENSIVE ENGLISH PROGRAM	CONTEMPORARY BUSINESS PRACTICES PROGRAM
Tuition	\$11,900	\$7,900
Living Expenses	\$12,000	\$12,000
Books & Supplies	\$200	\$850
TOTAL	\$24,100	\$20,750

MARRIED—Add \$7,500 per year for accompanying husband/wife
CHILDREN—Add \$5,000 per year per accompanying child

THE CURRENT FIGURES ARE SUBJECT TO CHANGE

PLEASE PRINT YOUR NAME AS IT APPEARS IN YOUR PASSPORT:

LAST NAME: _____ MIDDLE NAME: _____ FIRST NAME: _____

ADDRESS: _____ DATE OF BIRTH: _____
Month Day Year

COUNTRY OF CITIZENSHIP: _____ PHONE: _____

SCHOOL LAST ATTENDED: _____ COUNTRY OF BIRTH: _____

INS ADMISSION: _____ DATES: FROM _____ TO _____

IMMIGRATION STATUS CURRENTLY HOLDING: _____ SOCIAL SECURITY #: _____

MARITAL STATUS: SINGLE MARRIED IMMIG. STATUS APPLYING FOR: F-1

IF HUSBAND/WIFE OR CHILDREN RESIDE WITH YOU IN THE U.S., PLEASE COMPLETE THE FOLLOWING:
Dependent husband/wife and children of the F-1 student who are seeking entry/reentry to the U.S.:

Name: Last	First	Date of Birth	Country of Birth	Relationship to Student

SOURCES OF FUNDS

U.S. \$ PER ACADEMIC YEAR

A. PERSONAL SAVINGS		
<input type="checkbox"/> Student's original bank statement in U.S. dollar equivalent, showing the latest balance.		\$
B. SPONSOR SAVINGS		
1. Your sponsor's original bank statement in U.S. dollar equivalent, showing the latest balance 2. A notarized sponsor's letter, which: <input type="checkbox"/> Gives you permission to use said funds for your educational purposes <input type="checkbox"/> States how much of those funds will be used to cover your educational expenses per year 3. Proof that these funds will be available for the entire length of your study Include any 1 of the following: <input type="checkbox"/> Verification of employment on letterhead stationary (If self-employed, income estimated by a bank or private accountant) <input type="checkbox"/> Most recent income tax documentation (For U.S. citizens, this would be the W-2 form) <input type="checkbox"/> Property estimate issued by a certified accountant <input type="checkbox"/> Certificate of stocks or bonds		\$
C. YOUR GOVERNMENT (ONLY IF YOU HAVE FUNDS FROM YOUR GOVERNMENT)		
1. How much will your government pay for your expenses while you are at Baruch? 2. What is the name of the government agency that will pay your expenses? <hr style="width: 40%; margin-left: 0;"/> <p style="text-align: center;">Name of Government Agency</p> 3. Enclose with this form, a signed copy of your letter of award from the appropriate government agency to certify its accuracy		\$
D. Other Sources of Income (i.e., loans, personal income, or travel grants)		
Please be specific: <hr/> <hr/> <hr/>		
<i>If your sponsor is a company, please submit most recent profit/loss statement</i>		\$
E. LIVING EXPENSES/ROOM & BOARD		
Will you receive living expenses and/or room & board from a friend or relative? If yes, please include: 1. A notarized room & board letter 2. A copy of the deed or lease or rent receipt of property Living expenses/room & board = \$12,000		\$
TOTAL (A+B+C+D+E)		\$

I/We hereby certify that the above information is accurate and that I/We am/are aware of the full cost of education at Baruch College as outlined on the first page of this form and that the funds are available and will be provided for the entire course of study.

STUDENT'S NAME (PLEASE PRINT)

STUDENT'S SIGNATURE

SPONSOR'S NAME (PLEASE PRINT)

SPONSOR'S SIGNATURE

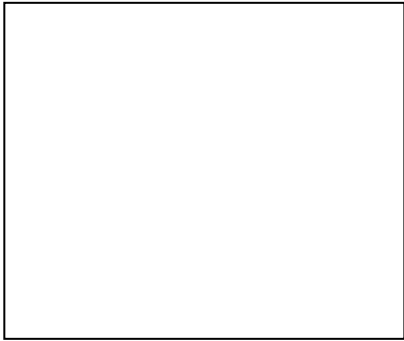
ADDRESS

DATE

SIGNATURE OF NOTARY

RELATIONSHIP TO STUDENT

Dated Seal of Notary



NOTES REGARDING FURTHER DOCUMENTATION—Official and original documents must be provided

- **All documents must be in English and in equivalent U.S. dollars (or the current exchange rate must be supplied by the bank). If not possible, translations of documents will be accepted if signed and sealed by an appropriate government or bank official.**
- **All supporting documentation must not be older than 3 months.**

Affidavit of Support Form

I _____, hereby certify that the financial
(Sponsor's Name)

information that I have presented is current and accurate. I am aware of the
full tuition for this program as outlined and gives

_____ the authority to utilize these funds while
(Student's Name)

studying in the United States. I am also taking financial responsibility of supplying all
necessary academic fees, books fees, as well as living expenses for this student.

(Sponsor's Signature)

Dated Seal of Notary



Signature of Notary

TRANSFER ENROLLMENT STATUS FORM

Only submit this form if you are in F-1 or J-1 status. Note: If you have never studied at a U.S. institution before, please do not submit this form.

TO BE COMPLETED BY STUDENT:

Name: _____
Family Name First Name

Date of Birth: _____ **Email :** _____
Month Day Year

Admission Request please check one : **Social Security Number:** _____

- Fall 2___ Winter 2___ Spring 2___ Summer 2___

Signature Date

TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR AT THE PREVIOUS INSTITUTION:

The above named student intends to transfer to Baruch College for the term slated above. Please complete this form and return to the address above.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	The above named student is authorized by the Department of Homeland Security to attend your school.

<input type="checkbox"/>	<input type="checkbox"/>	The student has been entered into SEVIS by your school.
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Indicate SEVIS ID number: N_____ SEVIS release date:_____

- The student has been enrolled for a full-time academic load for the term for which he/she was most recently registered, which is _____, _____
fall/spring/summer year

- The student was enrolled part-time for which he/she was most recently registered, which is _____
_____, _____
fall/spring/summer year

Please explain the reason for part-time status:

Please list all periods of authorized Practical Training with beginning and ending dates. Specify whether curricular or optional: _____

The SEVIS release date for this student is _____. The student's current non-immigration status is _____.

Name of Institution

Telephone #

Address

Fax #

Name & Title

Signature of the International Advisor

Date

Baruch College International Student Service Center (ISSC)

Return Form to: 151 East 25th Street, 7th Floor, Room 730 New York, NY 10010
Phone: (646) 312-2050 Fax: (646) 312-2051

TRANSFER ENROLLMENT STATUS FORM

Traveling Outside the U.S. Before Beginning Your Program

If you are traveling outside the United States before attending Baruch College, you must do the following to ensure your current F-1 or J-1 status is not violated:

- Present your Baruch College SEVIS I-20 or DS 2019 to the Immigration officer when you re-enter the United States. **Be sure the officer stamps your SEVIS I-20/DS 2019.**
- Bring your Baruch College SEVIS I-20, passport, and I-94 to the International Student Service Center.

NOTE: If your VISA expires while you travel abroad, be sure to apply for a new VISA at the U.S. consulate abroad. When applying for a new VISA, you must present your Baruch College SEVIS I-20/DS 2019, Financial Documents, and your Baruch College Acceptance letter to the consulate officer. You are **NOT** required to apply for a new VISA, if your current VISA has not expired, (even if there is another school's notation on it).

If you have any questions about whether or not you need a new VISA, contact ISSC prior to traveling outside the United States.

Not Traveling Outside the U.S. Before Attending Baruch College

If you are not traveling outside the United States, before classes start, you must complete your school transfer within the United States. You must do the following to ensure that you do not violate your F-/DS 2019 student status:

- Provide the ISSC with the following documents:
 1. Verification of full-time status at your previous school (Transfer Enrollment Status Form)
 2. Proof of full-time registration (12 credits) at Baruch College
 3. Your current SEVIS I-20/DS 2019
 4. Copy of your passport's front page, visa page and both sides of I-94 card
 5. Copies of all I-20s/DS 2019s that were issued to you from your previous school(s)