

Ivy E & E Institute

Chicago Ivy Education Study for Success

Since 1995

Approved by U.S. Federal Government (SEVIS) and Illinois State Government (IBHE)

Application for Admission

Directions: Please type or print in dark ink. All names must be written as they appear on official documents (passports for international applicants; drivers licenses for U.S. residents). Carefully read the **Application Instructions** shown at the bottom of this application.

I. Personal Information

Student name: _____ Birth date: ____/____/____
Applicant Last (Family) Name First (Given) Name M.I. Month Day Year

Country of Birth: _____ Country of citizenship: _____

Gender: ___Male ___Female Marital status: ___Married ___Single ___Other

Native Language: _____ Email: _____
Contact Phone Number: _____
country code – area code – phone number

Foreign address: _____
Overseas address

City Province State /Country Zip (Postal Code)
Zip (Postal Code) is required for shipping/mailling

U.S. address: _____
Current Mailing Address if you are staying in U.S.A.

City State Zip Contact Phone: () _____ - _____

If you do not have U.S. address, you may write down the school address: 482 N. Milwaukee Ave, Wheeling, IL 60090, USA.

II. Program Information * Intended program of study at Ivy (pick one):

- ___ Intensive **ESL** (English as a Second Language) Program
- ___ **Business English** and Business Administration (BEBA) Program
- ___ ESL and **College Prep** (English for Academic Purpose and TOEFL) Program

* Session/term applying for (expected **program start date**): (____/____/____) Month / Day / Year
A new session starts almost every 4 weeks. See Academic Calendar under About Ivy menu to find out the exact start date.

* Duration of study at Ivy: **8, 12, 16, 20, 24, 28, 32, 36, 40** weeks; 1.5 years, 2.0 years (pick one)

* Your study plan: ___ Improve English skills at Ivy to enter American colleges or universities.
___ Improve English skills for personal life enhancement or professional development
___ Return back to home country after staying in the U.S.
Other: _____

* TOEFL score is NOT required for admission. Your TOEFL score if known: _____ Date tested: _____

III. Visa Information (for international students/applicants only)

Applying as (pick one): Initial F-1 (This means that you will apply for an F-1 visa with Ivy-issued I-20)

Transfer from _____
Current School Name City State

Change of status (COS) to F-1 requested (If you stay in the States with a B, J, E-2, F-2 or other visa).

If you are already in the States, indicate your current visa status (visa class): _____

I-94 card expiration date: ___/___/___ or D/S (during of status)

IV. Educational Background

School Name Location (City, Country) Dates of attendance (mo/yr) Degree/certificate earned

_____/___ to ___/___

Attach a copy of diploma or **transcripts** from your current or previous school that you have attended.

I have studied English for _____ years outside the U.S. and/or for _____ years in the U.S.

Important Note: Ivy's dedicated instructors will help you (student) to improve your English skills to meet your academic or career goals. But the school accepts only applicants who have basic English communication skills (can read or listen and follow simple directions) so that they can benefit the educational services from the school. If you (applicant) cannot communicate basic ideas in English, please do NOT apply.

V. Financial Information

If you are an initial F-1 status student, you must demonstrate proof of financial support for a 10-month period even if you plan to study less than 10 months. If you plan to stay with your dependents (spouse and/or children 20 years old or younger) in the States, you must certify enough funds for them as well (see Tuition and Living Expenses). Include any official document, such as **family register** or a copy of passport of each accompanying dependent, that lists your family members and their biological information. Total number of dependents accompanying you: _____

Last (Family) Name (Given) Name / Relation to you / Birth Date (mm/dd/yy) / Country of birth / Country of citizenship

Last (Family) Name (Given) Name / Relation to you / Birth Date (mm/dd/yy) / Country of birth / Country of citizenship

Indicate the financial source and amount in U.S. dollars

Student's personal fund: _____ Family/Sponsor's funds** from abroad: _____

Explain about the sponsor: _____

** Your sponsor must complete the **Affidavit of Financial Support form** and attach a bank **balance certificate**.

The sponsor must verify his/her intention to sponsor the student for all the expenses for the entire period of study at Ivy.

VI. Verification and Acknowledgement

I, undersigned student and/or guardian, hereby acknowledge and certify the following: All the information provided on this application form is accurate and true to the best of my knowledge. I am aware of the educational costs and living expenses while I attend at Ivy, and that I have enough funds for the entire length of my stay in the United States. I have read and understood Ivy's **cancellation and refund** policies (posted on www.ChicagoIvy.com). I can communicate basic ideas in English and can take classes taught in English. Further, I acknowledge that I will benefit by taking the program in which I will be enrolled at Ivy. I will be a **bona fide student** while I am enrolled/registered for classes at Ivy. I will sign on the Student Certification in the Form I-20, which says "I (F-1 student only) certify that I seek to remain in the U.S. temporarily, and solely for the purpose of pursuing a full course of study at the school (Ivy)." I am ultimately responsible for maintaining my F-1 student visa status. I will follow U.S. DHS regulations and Ivy policies.

Student's name: _____
Applicant Family Name First (Given) Name Middle

Student's signature

Signed date (mm/dd/year)

Name of parent or guardian if student is 17 or under

Signature of parent or guardian

Address (City, State/Country)

Signed date

Confirm student's email: X

Please print your email address so that the school can communicate with you.

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Affidavit of Financial Support

To comply with the U.S. Federal regulations, Ivy E & E Institute must have assurance of full financial support for one entire academic year of study (10 months) if you seek an initial entrance to the States before a SEVIS I-20 form can be issued. Minimum amount required is about **US\$16,000** per year for a student. If you have dependents who will stay with you in the U.S. add \$3,500 for spouse and \$3,000 per dependent. Please complete this form and submit it along with a **bank balance certificate** or necessary supporting documents. You will need similar financial documents (such as bank balance certificate and income verification) to submit to the U.S. Embassy or Consulate when you apply for the F-1 student visa. Use **Form I-134** if you are going to file I-539 and your sponsor is a U.S. citizen or a permanent resident.

Student Full Name _____
Family First Middle

Amount of Student's Personal Funds _____
(attach official bank statements or balance certificates issued for you from your bank)

*If you (applicant) use a private sponsor in your home country to support your education at Ivy, the following section must be completed by the **financial sponsor**.*

Family or Private Funds

Financial Sponsor's Name(s): _____

Relationship to student _____

Sponsor's Current Address _____
City State or Country

Sponsor's Sum of Savings in U.S. currency : _____ (**attach** official bank statements or balance certificates)

Certification of Financial Support

We(I), as the financial **sponsor(s)** of the student named above and his/her dependents, certify that we(I) promise to provide all educational and living expenses for his/her entire period of study at Ivy (**up to US\$** _____ **per year**). I am (We are) providing the applicant an official bank statement attached to show that I (we) have sufficient funds on deposit.

Signature of sponsor
Signed date: _____

Signature of sponsor
Signed date: _____

Ivy E & E Institute

SEVIS Release Form for Transferring Into Ivy

You, the student (applicant), must complete this form **if** you will be transferring from your current school to Ivy E & E Institute (Ivy). Student may take the acceptance letter from Ivy with you to the advisor (DSO) and request for him/her to release your SEVIS record to Ivy. Ivy's DSO or PDSO will issue a new SEVIS I-20 Form for you when your transfer process is completed. You should request transfer-out from your previous school **within 60 days** of completion date or your OPT period. Students must notify their current institution of their intent to transfer to Ivy before they start taking classes at Ivy.

Name: _____ DoB ____/____/____
Last (Family) First Middle month day year

Last date of class (or OPT) at current school: ____/____/____

I am in “**active**” status (in good standing; not terminated or completed) in SEVIS. True or False

I am NOT in active status. Explain: _____

I, undersigned, request transfer out of _____ (current school name) into the following school: **Ivy Educational and Environmental Institute**

SEVIS School Code: CHI 214 F016 17000

482 N. Milwaukee Ave., Wheeling, IL 60090, USA.

Phone: 1-(847)-564-1525 or (847) 541-1525, Fax: 1-(847)-541-1079

Email: bbyu565@sbcglobal.net Or info@chicagoivy.com

Student's signature: X _____ Signed date: X _____

Current school's DSO's Name: X _____ Phone: _____

Email: X _____ Fax: X _____

Transfer Eligibility Verification

To the International Student Advisor:

The student named above is applying to or has been admitted to Ivy. Please fill out this form and return or fax to the Ivy address.

Is the student currently in F-1 student status? ___ Yes ___ NO

If NO, please explain: _____

If this student is *out of status*, indicate the termination date: _____ (m/d/yr)

and reason: _____ .

Please do NOT release the terminated SEVIS record of the student to Ivy, unless Ivy specifically request to release the *terminated record*. **SEVIS release date** from your school: _____

Name of Intl Student Advisor (DSO or PDSO): _____

Signature : _____ Signed Date: _____

Name of School: _____ City and State: _____

Ivy E & E Institute

Chicago Ivy Education Study for Success since 1995

Application Instructions

Applying from Abroad: The school (Ivy) will issue you the SEVIS I-20 form, official admission documents, after you send all necessary documents listed below to Ivy.

All documents must be typed or legibly **written in English**. Any submitted document to Ivy will not be returned to the applicant. Please send completed application by **air mail to:**

Ivy College, 482 N. Milwaukee Ave. Wheeling, IL 60090, USA.

Or you may **email** the completed application to info@ChicagoIvy.com or bbyu565@sbcglobal.net

1. This **application form** completed and signed by the applicant (and signed by parent or guardian).

You can download Ivy's **Application Form / PDF Download** from www.ChicagoIvy.com.

2. Pay the Nonrefundable NON-INSTRUCTIONAL **processing fees: \$125** application fee.
\$199 for COS cases

3. Proof of **educational** background: an original copy of **transcripts**, enrollment certificate or diploma from your current or previous school. If it is not written in English, send English translations of official transcripts as well. TOEFL score is not required.

4. Proof of financial resources: certified **bank balance statement(s)** from applicant's or sponsor's bank. If you plan to support your education with your financial sponsor, the sponsor must complete the Affidavit of Financial Support form and attach a bank statement.

5. A clear copy of face page of applicant's **passport**. Your passport must be valid for at least six (6) months. If you are already in the U.S., include a copy of your **U.S. visa** and **I-94** arrival/ departure stamp (and DS 2019 for J visa). A copy of **I-797A** only if you filed I-539 (COS).

6. If you plan to stay with your **dependents**, include any official document (**copy of passport and family register**) that lists your family member's biological information. Ivy will issue an I-20 Form for each accompanying dependent.

7. For students **transferring into Ivy** from another school, submit a photocopy of your **most recent I-20 Form** (or DS 2019) and completed SEVIS Release Form for Transferring Into Ivy along with your DSO info.

8. Non-instructional service fee (optional). **Shipping/ mailing fee \$75** for sending the I-20 to you (Express mailing with Tracking: \$99). Processing fee for family members (F-2): **\$50**. If you want to have Ivy arrange **housing**, you must pay a non-refundable **\$95.00** service fee with Housing Application form 3 weeks prior to your arrival in Chicago. If you want to have Ivy arrange housing and check-in, pay a non-refundable **\$195**. Airport (Chicago O'Hare) transfer (pick-up) fee: \$95.

Paying Fees: You may fill out the Credit Card Payment Agreement form and use it to pay fees.

The **optional tuition deposit \$300** is applicable only if I-20 is issued for the applicant for Change of Status (COS), extension of I-20, reinstatement application or if F-1 transfer-in request has already been processed; it will be **refunded** if the student is not accepted to the program. This tuition deposit will be **credited** to the student's tuition when the student enrolls into a course of instruction at Ivy. Ivy strives to maintain its reputation as a compliant I-20 (F-1 visa) issuing school and as such seeks to **discourage non-bona fide students** from abusing the SEVIS I-20 (F-1 visa) system. Ivy will not be responsible for any outcome of F-1 visa application or change of status filing with U.S.CIS of the student/applicant.

Applicant Name: _____

Understood and signed: _____

Signed date: _____

Contact Email: _____

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482 N. Milwaukee Ave., Wheeling, Illinois 60090, U.S.A.

Credit Card Payment Agreement

Card Holder's Name: _____

Student (Applicant) Name: _____

My credit card is VISA _____ Master Card _____

Card number: _____

Expiration date: _____ (month /year)

Card Holder's

Signature: _____ signed date: _____

Application fee (nonrefundable): **\$125** _____
(COS cases: \$199) _____

Non-refundable NON-INSTRUCTIONAL service fees. Add as necessary:

Priority mailing (shipping your I-20s) fee: **\$75** _____
(Express mailing with Tracking: **\$99**) _____

Processing fee for family members: \$50 _____

Optional tuition deposit: \$300 ⁺⁺⁺ _____

Housing Application (\$95) or

Housing **and** check-in (\$195) _____

Other: _____

Total _____

I, prospective student of Ivy or guardian of the student, understand and agree that total amount specified above will be charged by Ivy staff to my credit card.

The optional **tuition deposit** ⁺⁺⁺ is applicable only if I-20 is issued for the applicant for Change of Status (COS), extension of I-20, reinstatement application or if F-1 transfer-in request has already been processed; it will be **refunded** if the student is not accepted to the program. This tuition deposit will be **credited** to the student's tuition when the student enrolls into a course of instruction at Ivy. Ivy strives to maintain its reputation as a compliant I-20 (F-1 visa) issuing school and as such seeks to **discourage non-bona fide students** from abusing the SEVIS I-20 (F-1 visa) system. Ivy will not be responsible for any outcome of F-1 visa application or change of status filing with U.S.CIS of the student/applicant.

f.n. = (D-OS/User/Doc/ **Ivy Doc 107-17**; rev. Jan. 2017; July 2015)

f.n. = Flash / card payment (rev. Jan. 2014; Oct. 2013; June 2012)

General Information about Applying for F-1 Visa and Maintaining F-1 Status

Many thanks for showing your interest in Ivy E & E Institute, better known as Ivy College, where you can get help to make your **dreams** come true! The school is committed to providing an excellent educational environment for foreign students to pursue their dreams of becoming global leaders.

In general, if you are a non-resident of the United States, you need to obtain an F-1 visa before you start taking classes at Ivy. **To obtain your F-1 visa, you need to receive your I-20 from Ivy.**

Step 1: Send your application to Ivy.

Step 2: Once your **I-20** is issued by Ivy (you have been accepted!), pay a \$200 SEVIS (I-901) fee at www.fmjfee.com. Print your receipt and keep it.

The SEVIS **I-20** form, Certificate of Eligibility for Nonimmigrant (F-1) Student, is a kind of admission (acceptance) document issued from the school (Ivy). If you are an F-1 student, we will issue new I-20s for you when your transfer-into Ivy is completed.

Step 3: Obtain your F-1 visa which will be issued by the U.S. embassy or consulate in your home country.

Step 3A: How to obtain your F-1 visa (international student visa) at U.S. embassy in your home country. Visit <http://travel.state.gov> and fill out DS-160.

For more information about the U.S. embassy or consulate location, visit <http://www.usembassy.gov>. For more information on “How to Navigate the U.S. Immigration System” visit www.ice.gov/sevis/students.

Step 3B: How to file change of status (COS) to F-1 (if you are already in the U.S. with other visa). Visit Ivy Office with all required documents.

They (US Embassy or US CIS) will ask you questions about the reason why you go to America (or why you want to change your status from B, J or other visa to F visa) and how you will support your living and educational expenses while you study at Ivy, etc.

Step 4: Upon arrival to the United States (Chicago), you should immediately contact Ivy Office to register for classes and complete necessary process to enroll you in the SEVIS system. Bring all immigration documents (passport and visa stamp, I-20, etc.) with you when you visit Ivy Office. See you at Ivy Office!

Maintaining F-1 status at Ivy:

Pursue a full course of study: Enroll full time every session except during authorized annual vacation.

***Attend classes regularly** – you should attend classes at least 80% - and to improve your English skills and make satisfactory academic progress (SAP) towards completing a program of study;*

Ivy strongly recommends all Ivy students attend more than 90%.

Provide your current physical (mailing) and email addresses to Ivy Office in the registration form or within one week if there is any change.

For more information on “Maintaining Your Status” visit <http://studyinthestates.dhs.gov/students>.

For more info: Phone: 1-(847)-541-1525 or 564-1525 Fax: 1-847-541-1079
www.ChicagoIvy.com Email: bbyu565@sbcglobal.net or info@ChicagoIvy.com