

INSTRUCTIONS TO OBTAIN AN I-20 WHEN RESIDING OUT OF THE COUNTRY

- Go to www.ict-ils.edu/international/procedures-and-forms for instructions and to download the required documents. The forms can also be obtained by contacting the College you wish to attend (see locations listed below) and requesting an Admission Packet. Be sure to indicate the areas of study for which you wish to be considered for admittance.
- Return the completed materials to one of the following campuses and indicate the expected arrival or admission date.

INTERACTIVE COLLEGE OF TECHNOLOGY, GEORGIA CAMPUSES

Main Campus	Morrow Campus	Gainesville Campus
5303 New Peachtree Road Chamblee, GA 30341 Phone: (770) 216-2960 Fax: (770) 216-2989 Email: adm@ict-ils.edu	1580 Southlake Parkway, Ste. C Morrow, GA 30260 Phone: (770) 960-1298 Fax: (770) 961-6631 Email: morrow@ict-ils.edu	2323-C Browns Bridge Rd. Gainesville, GA 30504 Phone: (678) 450-0550 Fax: (678) 450-1723 Email: gainesville@ict-ils.edu

INTERACTIVE LEARNING SYSTEMS, TEXAS CAMPUSES

Hillcroft Campus	Pasadena Campus	North Houston Campus
6200 Hillcroft, Suite 200 Houston, TX 77081 Phone: (713) 771-5336 Fax: (713) 771-6177 Email: hillcroft@ict-ils.edu	213 West Southmore, Suite 101 Pasadena, TX 77502 Phone: (713) 920-1120 Fax: (713) 477-0348 Email: pasadena@ict-ils.edu	4473 North Freeway Houston, TX 77022 Phone: (281) 931-7717 Fax: (281) 931-9397 Email: northhouston@ict-ils.edu

- Attach evidence of financial support while residing in the United States. The College requires evidence that at least \$10,000 of U.S. Currency per year of study will be available in the United States.
- If you are being sponsored, the College requires the name, address, and phone number of the sponsor. The sponsor must write a sponsor's letter (see instructions).
- The College requires the applicant provide a written statement as to why he/she desires to come to the United States to study. (See instructions).
- The applicant must provide documentation of completion of high school/secondary school education.
- A letter must be written and signed stating that Interactive College of Technology will be acting on your behalf.
- Enclose a certified check or money order in the amount of \$550.00 US Dollars for an application fee + tuition deposit. If approval of the student VISA is denied or the enrollment is cancelled by the student, the institution will retain the application fee and a \$150 administrative fee. Once the original documents are returned to ICT/ILS, the deposit will be returned.
- The Student and Exchange Visitor Information System (SEVIS) fee is \$200 and must be paid by debit or credit card.
- If the College will be mailing all documentation, there is an additional \$100.00 service fee (non-refundable).
- Upon arrival and registration, the remainder of the first semester's tuition, books, and fees are due.

CURRENT TUITION & FEE RATES:

Application Fee (One Time Only)	\$ <u>50.00</u>
Tuition & Books Per Semester	_____
Separate Check-First Semester	_____
Health/Medical Insurance Payment	_____
TOTAL	\$ _____

Upon receipt of the completed Admission Packet, the International Student Advisor will complete and issue the I-20 for either F-1 or M-1 status.

INSTRUCTIONS TO OBTAIN AN I-20 WHEN RESIDING WITHIN THE UNITED STATES

1. Request and complete all application materials. A personal interview is required with the applicant and/or sponsor.
2. Provide documentation of required financial resources.
3. Complete entrance evaluation to determine appropriate placement level.
4. Submit required ORIGINAL documents and USCIS papers. Payment of first semester's (Tuition, Fees, & Insurance) – TOTAL \$ _____
5. Payment of I-901 SEVIS fee of \$200 (credit card or debit card only).
6. If approval is denied or the enrollment is cancelled by the student, the institution will retain the application fee and a \$150 administrative fee. Once the original documents are returned to ICT, the deposit will be returned.

FINANCIAL REQUIREMENTS FOR AN I-20:

NOTE:

Fees for the semester are due 15 days prior to the beginning of each semester.

	Tuition _____
	Registration Fee \$ <u>50.00</u>
	Separate Check-First Semester _____
	Health/Medical Insurance Payment _____
	Money Order - to USCIS for Status Change \$ <u>290.00</u>
	TOTAL _____

REQUIRED ADMISSION DOCUMENTATION:

If applying for the stand-alone English as a Second Language (ESL) Program or if applying for ESL with an Academic Program, you will need:

- Enrollment Application
- High School Transcript/Diploma
- Written statement as to why you desire to come to the U.S. to study
- Letter written in your native language and translated into English indicating why you wish to study in the United States
- If sponsored, submit a written verification letter with sponsor's name and address
- Evidence of Financial Support (minimum \$15,000 U.S. currency)
- Documents showing current lawful status (Passport / Form I-94 / Form I-20)
- Certified Check or Money Order (in US Dollars)

If applying to a Diploma or Associate Degree Program, exclude skills assessment and external recommendation form, but include two letters of recommendation from individuals other than family members.

All students admitted with an M-1 or an F-1 Visas must attend full-time. A five-ten-week break may be taken after completion of each academic year (two semesters).

ATTENTION** If you fail to register for classes or notify College admissions of delayed entrance within thirty (30) days of the planned admission date, U.S. Citizenship and Immigration Services (formerly INS) will be notified to cancel the I-20.

After enrollment, if twenty-one (21) days of consecutive absences occur, you will be dismissed and the I-20 cancelled. If two (2) consecutive courses of five (5) weeks each are failed, you will be subject to dismissal and cancellation of the I-20.

WHEN TRANSFERRING FROM ANOTHER SCHOOL:

If transferring from another institution within the United States please complete the form "For International Students Transferring to Interactive College of Technology".