

Certificate Program in Business Administration and Professional English (BPE)

August 31, 2009 - May 14, 2010*

Application Deadline: July 17, 2009

Applicant Name – as it appears in your passport (family name/surname) (given name)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth _____ month day year	Have you attended any other program at Georgetown or been admitted to a future program? _____ Program Name Dates of Attendance ID Number (if known)		
Country of Birth	Country of Citizenship	TOEFL Score	Date of test
How did you find out about the Certificate Program in Business Administration and Professional English? <input type="checkbox"/> Family/Friend <input type="checkbox"/> Internet _____ <input type="checkbox"/> Advising Center <input type="checkbox"/> U.S. Embassy <input type="checkbox"/> Other _____			
Professional Work Experience: What is your current job title? _____ How many years of professional work experience do you have? ___ 0-1year ___ 2- 4 years ___ 5 or more years			
Current Mailing Address (I-20 will be sent to this address): _____ Street Address _____ City State Postal Code Country _____ Telephone Number Fax Number Email Address			
Permanent Address in Home Country: _____ Street Address _____ City State Postal Code Country _____ Telephone Number Fax Number Email Address			

**Program end date to be determined by business course schedules not yet published.*

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- (1) Payment of \$500 U.S. dollars in the form of a check (draw-able on U.S. funds), postal money order, or travelers' checks--made out to Georgetown University (cash or credit cards are not accepted.)
- (2) A copy of your university diploma or transcript **in English** showing proof of post-secondary school completion. All applicants must have completed a post-secondary degree (college or university) to be considered for admission.
- (3) A **copy** of your passport and a passport-size photograph of yourself.
- (4) An ETS official report form of your TOEFL score (required score 70 IBT/195CBT/525 PBT).
- (5) Evidence of financial support if requesting a Form I-20.

U.S. VISA INFORMATION

An F-1 Student Visa is required for full-time study in the U.S. According to DHS regulations, full-time study is not allowed on a B-1/B-2 Tourist Visa, an F-2 Visa or a visa waiver. To apply for an F-1 Student Visa, you will need a Form I-20 (Certificate of Eligibility for F-1 Visa). The EFL Program issues the Form I-20 to students who are admitted to the program and have provided evidence of sufficient financial support. Upon receipt of your admission documents, take the Form I-20 to the U.S. Embassy or Consulate in your country to apply for the F-1 Student Visa. **IMPORTANT: All first-time F-1 visa applicants must pay a SEVIS fee before applying for an F-1 Visa.** For more information, visit the EFL website (www.cled.georgetown.edu)

Please check the item that best applies to you. Be sure to provide all requested information.

- I plan to attend the BPE Program on an F-1 student visa. (You must complete the enclosed I-20 application.)
- I am studying in the U.S. on an I-20 and need to transfer to an I-20 from Georgetown. Please provide the following:
- a completed I-20 application
 - a copy of your current I-20
 - information about your current school
Name of school _____
Fax number of school _____
Phone number of school _____
- Your current school must provide the EFL Program with a transfer form and release your SEVIS record to Georgetown University Main Campus before the EFL Program will issue you a transfer I-20.*
- I do not need an I-20 because:
- _____ My visa status is _____. Please attach a copy of your visa stamp. **(You are not allowed to study in a full-time program in the U.S. on a B-1/B-2 Tourist Visa, an F-2 Visa or a visa waiver.)**
- _____ I am a permanent resident. Please attach a copy of your alien registration card.
- _____ I am a U.S. citizen. Please attach a copy of your passport and your Social Security Card (if applicable).

Signature

"I certify that the information provided is accurate and complete. I understand that admission to the English as a Foreign Language Program does not constitute admission to any other program at Georgetown University."

Signature of applicant

Date

Admission is given on a space available basis. Admission is not given to a student until all documents and fees are received. Notice of admission and the Form I-20 are sent by express mail. If you have questions about the application process, contact the EFL Office by telephone at (202)687-5978, by fax at (202)687-1707, or by email at eflgu@georgetown.edu.

Send your application, check and documents to:

Georgetown University, English as a Foreign Language
ICC 481, 37th & O Sts., NW
Box 571054
Washington, D.C. 20057-1054

FORM I-20 APPLICATION

According to U.S. Department of Homeland Security regulations, Georgetown University is required to obtain certification that applicants have sufficient financial resources to provide for their expenses. To receive an I-20, you must complete this application and include an original bank statement or letter of sponsorship in English which shows proof of sufficient funding to cover tuition and estimated personal expenses while you are in the U.S. (the amount available must be specified in U.S. dollars). Financial evidence must show the total support required for each program:

REQUIRED FINANCIAL SUPPORT (tuition plus personal expenses)					
Certificate Program	Tuition	+	Estimated Expenses	=	Total Support Required
Fall Semester	\$9,045		\$7,045		\$16,090
Spring Semester	\$8,955		\$7,045		\$16,000
Both Semesters	\$18,000		\$14,090		\$32,090

1. Statement of Financial Support

The person who is financially responsible for you must read and sign the statement below. If you are financially responsible for yourself, you must sign the statement.

Please check your source of funds:

Personal
 Family
 Other

“I have read the information regarding the cost of tuition and living expenses for the period of study at Georgetown University. I certify that these funds are available and I accept full responsibility for these expenses.”

Name and signature of person financially responsible:

Name:
Signature:
Relationship to Applicant:
Date:

2. Certification by Bank Official

Please provide either an **original** bank statement or an official letter in English from your bank specifying the amount available in dollars. Photocopies and faxed originals are not accepted. The statement or letter must be dated within 90 days of the date we receive your application. If someone other than you is providing financial support, the statement must come from that person’s bank.

3. Sponsored Funding

If you will be sponsored by a company, foundation or government agency, attach a letter from the sponsor listing the costs and expenses that the sponsor will pay. The letter must be dated and written on official letterhead.

Name of the sponsoring organization:

4. Spouse/Dependents

If you plan to bring your spouse and/or children with you as dependents, you must provide evidence of additional financial support for each person (50% of the estimated personal expenses for the first dependent, and 25% for each additional dependent as specified above for each program). Please also provide a copy of your marriage certificate and copies of the passport for each dependent.

List the following information for each dependent who will come to the U.S. with you: 1) Full Name, 2) Date of Birth, 3) Country of Birth, and 4) Relationship to you.
