APPLICATION INSTRUCTIONS

REQUIREMENTS

To be admitted to the ELC at WSU, students should meet the following requirements:

- Applicants must have proof of high-school graduation.
- Applicants must have at least two years of high school level English or higher.
- Applicants must have some English language skills equivalent to a paper-based TOFEL score of 400.

TO APPLY, PLEASE SEND

1. An ELC application form, completed and signed. (To request a paper application form to be sent by mail, please contact the ELC office.)
2. A non-refundable application fee of $55 (Application fee MUST be paid in a check or money order in US dollars drawn from a US bank or a US affiliated bank. The check or the money order should be made payable to WSU. You cannot pay the application fee on line.)
3. Documents of financial resources:
   - Original or notarized statement from your sponsor (Your sponsor is typically your family members or your friend) indicating acceptance of full financial responsibility for the duration of your study at the ELC
   - Original or notarized bank statement of personal savings of your sponsor (Your sponsor is typically your family members or your friend.) The amount of available funds must be indicated in US dollars. The statement must be dated within the past six (6) months of the application date.
   
   Please Note:
   If you have personal savings enough to cover the amount needed for the duration of your study at the ELC, please submit an original or notarized statement indicating acceptance of full financial responsibility for the duration of your study at the ELC and an original or notarized bank statement of your personal savings. The amount available funds must be indicated in US dollars. The statement must be dated within the past six (6) months of the application date.

4. A copy of your high school diploma
5. A record of minimum of two years of instruction of English (high school or college transcripts showing English classes taken, photocopies are acceptable)
6. Evidence of English language skills equivalent to a paper-based TOFEL score of 400. (Evidence can be scores of a TOFEL test or other English language proficiency tests, a letter from your English instructor addressing your English language skills, or a personal statement.)

IMPORTANT NOTES

- English translations must accompany all native language documents.
- Due to increased security, the visa process can take several months to be completed. Apply early to allow enough time to obtain a US visa in your country. We advise that you send us application documents 4 or 5 months before the program begins.
- It is advisable to send application documents via international express mail or other fast delivery postal means.
- Applicants will receive an email confirmation of the arrival of their application packet. Students who meet all requirements for acceptance to the ELC will receive a letter of acceptance, I-20s, and travel information by mail from the ELC.
- To be enrolled on time, full payment of the tuition and health Insurance must be made 5 days before each semester begins.

SEND ALL APPLICATION MATERIALS TO
Dr. Holly Shi, Director
English Language Center, Minne 306
Winona State University
Winona, MN 55987
USA
**Estimated Costs**

- **Tuition**: $3,400
  - This DOES NOT include the cost of books

- **Room and Board (You may choose off-campus living.)**
  - 1st option: $2,950 (double occupancy +7 meals a week and $175 cash)
  - 2nd option: $2,997 (double occupancy +10 meals a week and $155 cash)
  - 3rd option: $3,055 (double occupancy + 14 meals a week and 135 cash)

- **American Cultural activities**: $500

- **Technology and lap-top**: $500

- **Health insurance**: ***$308
  - ***$227

- **Total (based on the 1st option under Room and Board)**: $7,658

- **Books, supplies and miscellaneous**: $550

* There will be a slight change on the cost of room

** For five days only (three meals from Mondays to Thursdays, no dinner on Fridays, no meals on Saturdays, dinners on Sundays)

*** There will be a slight change on the cost of health insurance.

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**Payment Methods:**

- **Pay by Mail**
  - Payments by mail must be in the form of a check or money order in US dollars drawn from a US bank or a US affiliated bank. The check or the money order should be made payable to WSU and sent to the ELC office. $55 non-refundable application fee MUST be paid by mail.

- **Pay Online** (You need to have a Warrior ID in order to pay online.)
  - Once you are accepted by the ELC, we will assign you a WSU student ID called Warrior ID. With the Warrior ID and your password, you can log on to your personal page and make on-line payment (see details of on-line payment under Costs, tuition and other cost can be paid either by mail or on line.

- **Pay in Person**
  - Tuition, room and board, and other fees can be paid in person once you arrive at the ELC and before classes begin.

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**Refund Policy**

If you withdraw from the program before the end of the first week, a full tuition refund less of your deposit of $350 is given. If you withdraw during the second week, a 50% tuition refund is given. No refund is given after the second week.

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**To make a payment on line**, [Click here](#)
This application is for the admission to the English Language Center (ELC) only. Please print or type.

Today's Date: __________________________

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<tr>
<th>Semester you wish to begin classes at the English Language Center</th>
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<tr>
<td>Spring 200__ : 2nd week of January – 2nd week of May</td>
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<tr>
<td>Summer 200__ : 1st or 2nd week of July – 2nd week of August</td>
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<td>Fall 200__ : End of August – 2nd week of December</td>
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Gender:   Male   Female

Marital Status:   Single   Married

**LEGAL NAME AS IT APPEARS IN YOUR PASSPORT**

<table>
<thead>
<tr>
<th>Surname/ Family Name</th>
<th>Given Name</th>
<th>Middle Name</th>
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Country of Birth: ___________________________ Country of Citizenship: ___________________________

Birth Date: ___________________________ Passport Number: ___________________________

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<th>Month</th>
<th>Day</th>
<th>Year</th>
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Permanent Address in your country (We must have your international address to process your I-20, no P.O. boxes)

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<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>Province/State</th>
<th>Country</th>
<th>Zip</th>
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Phone Number: (____) _____________ Email Address: ___________________________

If you have a contact person in the US and want us to send your I-20 to the US address, please provide us with the address of the contact person.

________________________________________________________________________

Native Language(s): ______________________________________________________

Have you taken TOEFL?   Yes   No   If yes, when______________ Score________________________

How many years have you studied English?   _________ Years in School   _________ Years in University or College

If you are now in the U.S., what type of visa/ status do you have?   F-1   J-1   H-1B
Other (specify): __________________________ When did you enter the US? ______________________

If you have previously attended or are currently attending another school in the US, write the name of the school that issued your I-20 ______________________________________________________________________________________

Are you currently enrolled in this school?  ☐ Yes  ☐ No

After English studies, you will  ☐ Return home  ☐ Study for a degree  ☐ Other

Please tell us in your own words why you want to study English (Please do NOT type):
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

Personal Declaration
(Must be completed by student)
☐ I plan to continue my undergraduate studies at Winona State University. (If you check this box, please submit an application for admission to Winona State University at the same time you submit your application to ELC. Send both applications to ELC office. Go to the website of the International Services Office for more information.)
☐ I do not expect to be at Winona State University for more than one academic year.

How did you learn about the English Language Center Program? Check all that Apply.
☐ The English Language Center Website
☐ Study in USA catalog
☐ Study in the USA online (Internet)
☐ Internet Search
☐ International studies advisor in your country
☐ WSU Center for International Studies
☐ WSU Admissions Office
☐ WSU Graduate Studies Office
☐ WSU professor
☐ WSU student/ friend
☐ Other __________________________

Certification of Financial Resources

You are required to certify that you will have available a pre-determined sum of money to cover your expenses during your academic year at Winona State University. To determine the required amount of money refer to Costs.
Insert the available sum of money here USD:__________________  □ Undergraduate  □ Graduate

**Important:** The Form I-20 cannot be issued until you have provided evidence of sufficient financial funding for your study at the ELC and have been admitted to the ELC at Winona State University. If you plan to continue your undergraduate studies at Winona State University, you should provide evidence of sufficient financial funding for at least one year of undergraduate studies in addition to the funding needed for the ELC. Therefore please complete this form accurately and completely and submit it with supporting documents as part of your application.

**Source of Financial Support**

Bank Name:__________________________________________  USD:______________________________

______________________________________________________________
Street  City  Province/State  Country  Zip

Enclose a certified bank statement signed by a bank official. (Copies are not acceptable unless notarized by a legal official.)
The amount certified must be sufficient for the entire duration of your academic program. All documents must be dated within the past six(6) months.

☐ **Financial Support from your sponsor (Family Member(s) or friend(s)) (signature required below)**

Name of Sponsor ___________________________  Surname/ Family Name ___________________________
Given Name ___________________________  Middle Name ___________________________
Relationship to applicant: ___________________________________________  Funding in USD ______________

Enclose a notarized (official) statement from your sponsor that he or she will accept the financial responsibility for the entire duration of your study at WSU. The statement must be accompanied by a bank statement or other evidence that the sponsor has adequate financial resources to support you. All documents must be dated within the past six (6) months.

☐ **Financial Support from Government Agency. Private Foundation, University of Business**

Name of Agency, Foundation, etc. ____________________________________________
Funding in USD _______________

Enclose a signed and certified award letter. This letter must be dated within the past six(6) months and must static that you have already been approved to receive the support for study at Winona State University. The Letter should include the amount the award or the specific expenses that will be paid by the award.

☐ **Other Support**

Please Specify ____________________________________________
Funding in USD __________________

Enclose required documents (bank statement, sponsorship letter, etc) confirming this financial support. All documents must be dated within the past six (6) months.
Required Signatures & certification of Funding

I, __________________________________________ certify that the total amount of money that I have available for my academic year of study (exclusive of travel;) at Winona State University (include funds for spouse and children if applicable) is USD________________. Further, I certify that the above information provided is correct and complete and that I shall notify Winona State University of any changes in my financial circumstances.

Student’s Signature: __________________________ Date ____________________ ( mm/dd/yyyy )

Sponsor’s Signature: __________________________ Date ____________________ ( mm/dd/yyyy )

Sponsor’s Name (Print): __________________________ Date ____________________ ( mm/dd/yyyy )

Sponsor’s Address: __________________________________________________________ Street City Province/State Country Zip

All supporting documents must be originals.
Copies are not acceptable unless notarized by a legal official.
Documents must be dated within the past 6 months of application date

For Office Use Only:

TOEFL Score________________________ Date: __________________________

Sub-scores: R________ L________ C________ Sp________

I-20 issued _____________ 1st re-issue _____________ 2nd re-issue _____________

Payment(s) and Date(s) $________________________ Dorm: Yes ☐ No ☐

Gender: ☐ Male ☐ Female

Dorm Application: ☐ Yes ☐ No Down payment: ☐ Yes ☐ No + $__________

iBT Listening Score________ Date______ Score________ Date______ Score________ Date______

Reading Score________ Date______ Score________ Date______ Score________ Date______

Writing Score________ Date______ Score________ Date______ Score________ Date______

Speaking Score________ Date______ Score________ Date______ Score________ Date______

Certificate of Completion Not awarded Current GPA Cumulative GPA Award

Beginning

Intermediate

Advanced

ELC Completion: ☐ Beginning ☐ intermediate ☐ advanced Date:________________

Admitted to WSU: ☐ Undergraduate ☐ Graduate

Fall/Spring/Summer 200___ Major/ Department __________________________

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