

INSTRUCTIONS TO APPLY TO PALS

F-1 STUDENT VISA: To *apply for an I-20*

- SUBMIT:
- A. PALS Application Form
 - B. Minimum Requirement – Seventeen (17) Years of Age and Proof of Completion of High School: copy of high school diploma, or GED certificate or college transcript.
 - C. Copy of passport page with student's name and date of birth.
 - D. Application Fee (Non-Refundable): \$100
 - E. University SEVIS Fee (Non-Refundable): \$100
 - F. Affidavit of Support and supporting financial documents
(See Supporting Evidence Page)

- COSTS:
- Application Fee - \$100
 - University SEVIS Fee - \$100
 - Express Mailing Fee (if applicable) - \$50
 - Computer Fee (each 7-week session) - \$46.50*
 - Tuition (each 7-week session) - \$1200
 - Medical Insurance (each 7-week session) – \$117.50* (Ses. I, II, III, IV)/\$176.25* (Ses. V)
- Rutgers Medical Insurance is required for F-1 students and dependents.

* Price subject to change

Note: Please retain your receipt of payment for income tax purposes.

METHOD OF PAYMENT:

- 1. All Payments in US Dollars.
- 2. Application Fee (\$200):
 - A. Send Check or Money Order payable to "Rutgers University".
 - B. Cash, Traveler's Cheque, or Credit Card (Visa, Master Card, or Discover) – Pay in-person at the PALS office. Hours: 8:30AM to 3:15PM, Monday to Friday.
- 3. Tuition, Medical Insurance and Other Fees:
Pay in-person to PALS office. Hours: 8:30AM to 3:15PM, Monday to Friday.

SUBMIT ALL DOCUMENTS AND FEES TO:

PALS - Rutgers University
152 Conklin Hall
175 University Avenue
Newark, NJ 07102-1814

IMPORTANT INFORMATION FOR F-1 VISA HOLDERS /APPLICANTS:

- 1. You must attend full-time classes.
- 2. All F-1 students, spouses and dependent children are required to purchase Rutgers Student health insurance.

PLEASE NOTE: ***Incomplete applications will not be accepted. We must receive all papers to process your application.***

PALS INTENSIVE PROGRAM

6 Proficiency Levels

Beginners	Low Intermediate	Low Advanced
Basic	High Intermediate	High Advanced

Class Schedule: Each course meets 2 days each week for 1 ½ hours.

Monday and Wednesday Courses: Listening & Conversation
Reading & Vocabulary
Survival Skills (*Beginners & Basic only*)

Tuesday and Thursday Courses: Pronunciation
Communicative Grammar
Writing

Class Hours: Courses are scheduled from 8:30 A.M.- 4:00 P.M. *Schedules vary each session.*

COURSE DESCRIPTION

- 1. LISTENING & CONVERSATION:** Students learn to understand spoken English by practicing with materials from a wide variety of contexts. Students also practice speaking in formal and informal situations. They learn how to express their ideas in organized and grammatically acceptable ways. All materials are available on tape and students are assigned practice in the computer lab.
- 2. READING & VOCABULARY:** This course teaches the variety of types of reading skills of skimming, scanning, guessing meaning from context and interpreting and author's point of view. Vocabulary study teaches word building.
- 3. PRONUNCIATION:** The course teaches the principles and techniques of English pronunciation: individual sounds, sequences of sounds, stress, rhythm, and intonation.
- 4. COMMUNICATIVE GRAMMAR:** This course teaches the patterns of English grammar and rules of use. Students learn how and when to use the grammar they are studying as well as correct form. Grammar is coordinated with the writing course.
- 5. WRITING:** Students work through the writing process step by step from formulating ideas through revision. They learn to organize ideas, use correct form and punctuation, use coherent structure, edit and revise. Students are expected to write a minimum of two assignments per week in addition to corrections and revisions and other exercises.
- 6. SURVIVAL SKILLS [*Beginners & Basic*]:** Students practice information necessary in their everyday life, such as the University, apartments, shopping, banking, restaurants, etc.
All instruction is reinforced with practice in the PALS computer lab.

APPLICATION FOR NEW STUDENT ENROLLMENT 2009-2010 (F-1 Applicant)

INSTRUCTIONS: Complete numbers 1 to 12

1. Name _____ RUID# _____
(Family Name) (First) (Middle)
2. Your complete home address, telephone, fax and e-mail numbers in your Country _____

Telephone _____ Fax _____ E-mail _____
3. Address and phone number in U.S. (if known) where we can contact you.
Name _____ Address _____
Telephone _____ Cell Phone _____ Fax _____
E-mail _____
4. Male ___ Female ___ 5. Married ___ Single ___ 6. Birth Date _____
(Month/Day/Year)
7. Country of Birth _____ 8. Country of Citizenship _____
9. Are you applying for Form 1-20 for an **F-1** student **visa/status** for this session? No— Yes—
10. If you are now in the United States what visalimmigration status do you have? Mark the one that you have:
Alien Resident (Green Card) ___ (Student) F-1 ___ [School: _____] F-2 ___
Other Type _____ 1-94 Card Expiration Date _____

CALENDAR

11. Mark X on line below for session:

<u>SESSIONS</u>	<u>1-20 APPLICATION DEADLINE</u>	<u>REGISTRATION & PAYMENT (In Full)</u>	<u>PLACEMENT TEST</u>
I. SEPT. 2 - OCT. 21, 2009 ___	JULY 29	AUG. 14	AUG. 27
II. OCT. 29 - DEC. 21, 2009 ___	SEPT. 23	OCT. 15	OCT. 22
III. JAN. 19 - MAR. 8, 2010 ___	DEC. 15	JAN. 7	JAN. 12
IV. MAR. 22 - MAY 6, 2010 ___	FEB. 16	MAR. 11	MAR. 16
V. JUNE 1 - JULY 19, 2010 ___	APR. 30	MAY 20	MAY 25

12. COURSES -Mark X on line below (a or b):

- | | |
|--|---|
| (a) Full Time ___
(18Hours)
[Mandatory for F-1 students] | (b) Part-Time (day) ___
(3 to 15 Hours)
Select courses for part-time study
<input type="checkbox"/> Listening/Conversation
<input type="checkbox"/> Reading/Vocabulary
<input type="checkbox"/> Pronunciation
<input type="checkbox"/> Communicative Grammar
<input type="checkbox"/> Writing
<input type="checkbox"/> Survival Skills (Beginners/Basic only) |
|--|---|

(Please see the other side)

PALS POLICIES & REGULATIONS

WITHDRAWALS

Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office **in writing** of the reason for withdrawal. The date the PALS Office receives such written Notice shall be considered the date of withdrawal. A student is not eligible for any refund of tuition unless the withdrawal is formally reported according to the above procedure.

FAILURE TO REPORT

A student who does not report for the PALS session he registered for has 4 weeks following the start of the session to contact the PALS office and register for a later session. After 4 weeks, the student is required to apply again and pay application fees.

DENIAL OF STUDENT (F-1) VISA

A student who does not report for a PALS session because he has been denied a student (F-1) visa has 4 weeks to notify the PALS office. If he does not notify the office within 4 weeks, he has to apply again with payment of application and processing fees. Application and processing fees are not refundable. A student is not eligible for any refund of tuition unless he has notified the PALS office within 4 weeks of the start of the session he registered for.

REFUNDS AND DEPOSITS

A student who withdraws from all PALS courses during the first week of a session will receive a partial refund of tuition according to the schedule shown below:

Application Fee and Processing Fee are not refundable.

Before Orientation Day – 100%

Orientation Day through first week of classes – 50%

No refund after the first week.

Transfer requests must be received in writing. Tuition cannot be transferred from one student to another.

STATEMENT:

I understand and agree to conform to all the financial and academic regulations established by Rutgers University and the Program in American Language Studies. I understand that decisions regarding visas and immigration status are made by the U.S. Government.

Signature

Date

PALS AFFIDAVIT OF SUPPORT FOREIGN STUDENT FINANCIAL STATEMENT

Federal immigration regulations require you to submit this statement explaining how your expenses will be covered while you are in the U.S.

REMEMBER: As an International Student on a non-immigrant (F-1) visa, employment is prohibited during the first 12 months of F-1 status and possible only under special circumstances thereafter.

1. Student's Name _____

Family Name	First Name	Middle
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2. Country of Citizenship _____
3. City & Country of Birth _____

City	Country
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4. Date of Birth _____

Month	Day	Year
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5. Sex: Male _____ Female _____
6. _____ I plan to come without dependents.
7. _____ My spouse and/or children (list below) will come with me and will apply for F-2 visas.

Name:	Family	First	Date of Birth	Country of Birth	Relationship to the F-1 Student

8. Total amount in U.S. dollars you plan to bring with you. \$_____ (Tuition, fees and books must be paid by the beginning of each session)
9. Source for emergency funds within the U.S. _____

<u>ESTIMATED EXPENSES (2009-2010)</u>	One Year	1 Semester (2 Sessions)
TUITION	\$ 6,000.00	\$ 2,400.00
HOUSING	\$14,000.00	\$ 7,530.00
OTHER FEES	\$ 300.00	\$ 200.00
BOOKS & SUPPLIES	\$ 1,070.00	\$ 428.00
COMPUTER FEE	\$ 242.50	\$ 97.00
RUTGERS MEDICAL INSURANCE	<u>\$ 732.00</u>	<u>\$ 305.00</u>
Total	\$22,344.50	\$10,960.00

Students bringing dependents [spouse and/or child(ren) only] add an additional \$5,380 per academic year for a spouse and \$4,035 per child.

'Price subject to change

SECTION A: PARENTS/OR SPONSOR:

This is to confirm that I _____ residing at _____ am
(Sponsor's Name)
 _____ am
(Number & Sheet Address) (City) (State) (Zip Code) (Country)
 assuming financial responsibility for the expenses of _____ while
(Student's Name)
 s/he is enrolled at Rutgers University in the P.A.L.S. program.

OTHER DEPENDENTS: (The names of **all** persons you have previously submitted affidavits for.)

NAME	AGE	RELATIONSHIP

This will certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Rutgers University and that I (we) are submitting official statements indicating the availability of these funds. I (we) further understand that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student must be subject to dismissal for non-payment.

(Sponsor's Signature) (Date) (Relationship to Student)

SECTION B: THE STUDENT WILL BE RESPONSIBLE FOR EXPENSES: Complete Sections A and B and sign below.

This is to confirm that I, _____ residing at _____ am
(Student's Name)
 _____ am
(Number & Sheet Address) (City) (State) (Zip Code) (Country)
 financially able to pay all expenses while I am a student at Rutgers University in the P.A.L.S. program.

This will certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statements may result in denial of admission, or cancellation of registration following enrollment. I also understand that dismissal for non-payment of tuition and fees will be in violation of my F-1 status.

Student Signs Here _____ Date _____
(Month) (Day) (Year)

SUPPORTING EVIDENCE

The sponsor must submit evidence of income and resources. *All* documents must be originals accompanied by an official English translation and amounts listed in U.S. \$dollars. *All* documents must be dated within 6 months of the date of initial enrollment at PALS/ESL. PALS has provided you with an estimate of annual education and living expenses. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year. **(PHOTOCOPIES ARE NOT ACCEPTABLE.)**

SOURCES OF FUNDING AND REQUIRED DOCUMENTATION

A. Personal / Family Funding / Sponsor

- Letter on bank stationery from an officer of the bank or other financial institution in which you have deposits giving the following information about your account:
 1. Date account was established
 2. Present balance
- If employed: Letter from your employer on business stationery, showing:
 1. Date and nature of employment
 2. Salary paid

B. Government or Employer Sponsorship

- Official, original letter with the name of the applicant, amount of support, and the beginning and ending dates.

EXAMPLES OF ACCEPTABLE DOCUMENT

- Original letter of current account from the financial institution on institution's letterhead/stationary. Faxes must be followed by original letter within 2 weeks.
- Original sponsor's statement of employment, on company letterhead, noting terms and salary.

EXAMPLES OF UNACCEPTABLE DOCUMENTATION

- 9 Funds from an F-1 (international student) or J-1 (research scholar in the US)
- 9 Funds from anticipated employment or assistance while a student
- Insurance policies or pension funds
- Real estate or other fixed assets
- 9 Facsimile or photocopied financial documents
- 9 Income tax forms, pay stubs, W2 forms

1-20 DELIVERY

After the 1-20 is prepared, what do you want us to do with the 1-20?

Mail 1-20 directly to:

Name _____

Address _____

City/State/Country/Postal Code _____

Telephone number in your country: * _____ Fax: _____

*You must give a complete telephone number for 1-20 Delivery. Your 1-20 will be sent by an air express carrier and charged to your account.

Do not mail 1-20: It will be picked up by (Name) _____

Telephone number is _____

Pick Up 1-20 at: Program in American Language Studies (PALS), Conklin Hall - Room 152

STUDENT MEDICAL INSURANCE

All F-1 **PALS** students are required to purchase Rutgers Student Medical Insurance. Insurance must also be purchased for all dependents (wife/husband and children) accompanying the student to the United States.

NO OTHER INSURANCE WILL BE ACCEPTED.

As of May 15,2009, the cost for student medical insurance is: (prices subject to change)

	<u>SESS. I, II, III, & IV</u>	<u>SESS. V</u>	<u>ANNUAL</u>
A. PALS Student*	\$117.50/sess.	\$176.25/sess.	\$ 705.00
B. Spouse/Domestic Partner	\$299.00/sess.	\$448.50/sess.	\$1,794.00
C. Each Child	\$180.82/sess.	\$271.23/sess.	\$1,084.92

"Amount includes both 1) *Health Services Plus Plan*, which gives access to the Rutgers University Health Center; and 2) *Student Health Insurance Plan 1*, for **Accident/Injury** and **Sickness** and includes a \$250 deductible. This fee is charged for each session.

DATES OF COVERAGE:

Fall:	Session I - September 2,2008 to October 28,2008 Session II - October 29,2008 to January 19,2009
Spring:	Session III - January 20,2009 to March 22,2009 Session IV - March 23 to May 31,2009
Summer:	Session V - June 1,2009 to September 1,2009
Annual:	September 2,2008 to September 1,2009

Method of Payment:

PALS Students: *Medical insurance must be paid at the time you pay your tuition and fees.*

FOR DEPENDENTS (F-2) OF PALS F-1 STUDENTS: (Husband / Wife / Child)

Please contact:

Eirinn Jones
Insurance and Accounting Coordinator
Center for International Faculty and Student Services
180 College Avenue
New Brunswick, NJ 08901-8537
(732)932-7015

Any questions about medical insurance and coverage, please contact Ms. Jones.

HOUSING INFORMATION

Students must make their own arrangements for housing. This should be done **BEFORE** school begins. Listed below are some possibilities for you to consider. Please remember that **PALS DOES NOT ARRANGE HOUSING. You must contact these places yourself.**

I. On-Campus Housing: Talbott Apartments and Woodward Hall

There is no guarantee that you will be given a room on campus. However, questions about housing, or to get an application for a room in the dormitories, should be directed to:

Office of Housing & Residence Life

Woodward Hall
91 Bleeker Street, 1st Floor
Newark, New Jersey 07102 USA

Telephone: (973) 353-1037

E-mail: reslife@newark.rutgers.edu

Fax: (973) 353-1032

Internet: <http://housing.newark.rutgers.edu>

IMPORTANT: *Be sure to tell them that you are a PALS student.*

II. Off-Campus Housing

If you want to live off-campus, you must come to Newark early to find a place to live. Good, inexpensive housing is not very easy to find. Apartments may be found through the newspaper ads, the campus bulletin boards, or the listings at the Rutgers-Newark Housing Office. (See above)

9 **Rutgers Off-Campus Housing**

http://housing.newark.rutgers.edu/off_campus_housing_list2.htm

9 **Hampton Inn & Suites Newark/Riverwalk**

100 Passaic Ave, Harrison, New Jersey 07029 USA

Telephone: (973) 483-1900 / Fax: (973) 483-1999

Located less than 1.5 miles from Rutgers Campus!

Complimentary hotel shuttle service from Newark Liberty International Airport, Penn Station, and Harrison PATH station.

"On The House" deluxe continental breakfast with hot items.

We offer warm surroundings, friendly service and high quality accommodations.

We Love Having You Here*

<http://www.hamptoninnandsuitesnewark.com>

9 **YMWCA**

The Y is located three short blocks from Rutgers University. For room information visit their website - http://38.109.66.18/polPrograms.cfm?Proctype_Code=LODGING

YMWCA

600 Broad Street

Newark, New Jersey 07102 USA

Telephone: (973) 624-8900 ext. 6856 / Email: rentalagent@newarkymca.org.

Getting a suitable place to live requires planning and work before you begin studies. This will help make your stay in the U.S. a pleasant learning experience.

THERE IS NO PICKUP SERVICE FROM AIRPORTS BY RUTGERS