



# Westchester Community College

State University of New York  
Valhalla, New York 10595-1698

Dear English Language Learner:

Thank you for your inquiry about Westchester Community College's *Intensive English Language Program*.

## The Intensive English Language Program

This program is for students who want to study intensively in an English program in the United States for 3 or more months. Our students are usually preparing to study at a U.S. university or to work in a profession that requires English. Students study 20 hours per week, Monday-Friday. Daily student-centered classes engage participants in the study and practice of all language skills: grammar, conversation, listening, reading, and writing.

### Schedule

5 Mornings: Monday – Friday, 9:00 AM - 12:00 PM                      3 courses:     ESL # 1709, 1029 and 1129  
3 Afternoons: Tuesday, Wednesday, Thursday, 12:30 PM – 2:10 PM                      1 course:     ESL #1210

To satisfy F-1 regulations and maintain F-1 status, students with F-1 status are required to take the above schedule.

### Placement Exam (Required for new students)

New students may start at the beginning of the Fall, Spring, or Summer term. At the beginning of a term, every new student is tested and placed into the appropriate language level.

**Spring 2019 Dates**  
  
**Morning Schedule: January 9 – April 24**  
Placement Test: Wednesday, January 9 - 9:00 am  
First Class: Wednesday, January 16, 2019

### Expenses

Students should consider several costs when calculating their expenses. These costs include: tuition and fees per semester; books, which are in addition to the course fee; supplies & insurance; transportation; personal items & clothing; and living expenses, per semester. The following amounts are estimated for the coming semesters:

<b>Spring 2019 Expenses (approximate)</b> <b>20 hours/ week (IEP + Accent on Fluency #1210)</b>	<b>Summer 2019 Expenses (approximate)</b> <b>20 hours/ week (IEP + Accent on Fluency #1210)</b>
Tuition & fees per semester            \$ 2,697.00	Tuition & fees per semester            \$ 2,697.00
Books & supplies*                            \$ 200.00	Books & supplies*                            \$ 200.00
Insurance*                                      \$ 200.00	Insurance*                                      \$ 200.00
Transportation*                                \$ 480.00	Transportation*                                \$ 480.00
Personal items & clothing*                \$ 400.00	Personal items & clothing*                \$ 400.00
Living expenses*                              \$ 4,200.00	Living expenses*                              \$ 4,200.00
<small>*These items are cost estimates only. Living expenses, for example, will vary depending on housing.</small>	<small>*These items are cost estimates only. Living expenses, for example, will vary depending on housing.</small>

# Information on F-1 Immigration Status and Visa

## Important Regulations

- Immigration regulations require that you maintain your status as a full time student while you are in the USA with an F-1 visa. If you stop studying full-time, you will lose your status and may be subject to deportation. Full-time study requires a minimum of 18 hours per week in the Intensive English Program. Nearly all F-1 students take 20 hours per week (Intensive English Program and Accent on Fluency).
- F-1 student status requires special permission to work on campus from the Social Security Administration as well as from the ESL Program. It is considered a serious violation by the Department of Homeland Security if an F-1 student works without permission.
- Your financial documents must prove your ability to pay the cost of tuition, books, and living expenses for the length of your program. Living expenses are expected to be lower if a relative or sponsor is providing your room and board. Please see attached information for specific kinds of financial documentation.

## Forms

The Intensive English Program can give you a Form I-20, which is required if you want to apply for the F-1 Student visa. First, you must provide the following to the Intensive English Program:

- *A completed Intensive English Program application form*. Please complete all parts of the application form, including providing a passport-style photograph.
- *Financial documentation*. All students must prove that they have the ability to meet financial obligations while studying in the United States on an F-1 visa. Students can meet these expenses in a number of ways:
  1. Personal funds (See *Documenting Financial Support*, which is attached.).
  2. Funds from one or more sponsors (See *Sponsor's Affidavit of Annual Financial Support*, which is attached.).
  3. Local sponsor's promise of free room and board (See *Sponsor's Affidavit of Free Room and Board*, which is attached.).

Please complete the enclosed forms and return to the address below. If you have any questions, please feel free to contact us Monday - Friday. We look forward to receiving your application and having you study with us.

## Registration

We encourage all applicants to register **in advance** to guarantee a space in the program. A friend, family member, or sponsor can register for a student who is not yet in the U.S. Registration begins in the English Language Institute, Gateway Center, Room 243. Call 914-606-6656 for more information about registration or to register by telephone. Tuition must be paid in full at time of registration.

## Housing

Westchester Community College does not have student dormitories or other living accommodations. Many of our international students live with friends or relatives near the College. If you are planning to look for a room in a private house or to rent an apartment, we can refer you to a private, third-party (independent) real estate service specializing in homestays and short-term housing. Bear in mind that Westchester Community College does not supervise, endorse, nor otherwise assume any responsibility for any such living arrangements students may make for themselves.

If you have any questions, please feel free to contact us.

Sincerely,

*Katherine Graf*

Katherine Graf  
katherine.graf@sunywcc.edu  
ESL Program Specialist & DSO, English Language Institute  
Westchester Community College,  
Gateway Center – Room 243  
75 Grasslands Road  
Valhalla, NY 10595 USA  
Tel: 914-606-6163 Fax: 914-606-7894

# INTENSIVE ENGLISH PROGRAM APPLICATION



## English Language Institute

**NAME** \_\_\_\_\_  
Last (family) Name First name

Permanent Address in your <b>home country</b> :	
Present or expected ADDRESS in USA:	

ATTACH

PHOTO HERE

*(REQUIRED)*

**Telephone (permanent home):** 011- \_\_\_\_\_ **Cell Telephone (USA):** \_\_\_\_\_  
**e-mail / internet address:** \_\_\_\_\_ **Other Telephone (USA):** \_\_\_\_\_

**Date of Birth:**

Month	Day	Year
-------	-----	------

Male	Female
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**Country of Birth:** \_\_\_\_\_

Citizenship: \_\_\_\_\_  
 Native Language: \_\_\_\_\_

↕ English Ability ↕  
*circle one*

Do you have dependents who will accompany you? If yes, print full name(s) and date(s) of birth on back.	<table border="1" style="display: inline-table;"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO	<table border="1" style="display: inline-table;"><tr><td style="width: 30%;">beginner</td><td style="width: 30%;">intermediate</td><td style="width: 30%;">high intermediate or higher</td></tr></table>	beginner	intermediate	high intermediate or higher
YES	NO						
beginner	intermediate	high intermediate or higher					

Where should the I-20 form be sent? *circle one below:* **Name:** \_\_\_\_\_  
**To the student in home country** **To the address listed:** **Address:** \_\_\_\_\_  
 \_\_\_\_\_

### What Semester will you BEGIN study? (check one ✓)

Spring 2019	<input type="checkbox"/>		How long do you expect to study English at WCC? <b>Until:</b>	<table border="1" style="display: inline-table;"><tr><td style="width: 30px;">Month</td><td style="width: 30px;">Year</td></tr></table>	Month	Year
Month	Year					
Summer 2019	<input type="checkbox"/>					
Fall 2019	<input type="checkbox"/>					

Are you interested in taking college/university academic courses at Westchester Community College after your English is stronger?	<table border="1" style="display: inline-table;"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO	What level of program?		
YES	NO					
Have you already been academically admitted to a degree program by a U.S. college or university?	<table border="1" style="display: inline-table;"><tr><td>YES</td><td>NO</td></tr></table>	YES	NO	<table border="1" style="display: inline-table;"><tr><td style="width: 30%;">Graduate</td><td style="width: 30%;">Undergraduate</td></tr></table>	Graduate	Undergraduate
YES	NO					
Graduate	Undergraduate					
If YES, please give name and address of the college/university:	Name of Institution: _____					
	Location (City & State): _____					

### VISA INFORMATION

Are you in the USA now?	<table border="1" style="display: inline-table;"><tr><td>Yes</td><td>No</td></tr></table>	Yes	No	If you are already in the USA, what type of visa do you have?	<input type="radio"/> F-1	<input type="radio"/> J-1	<input type="radio"/> B-1/B-2				
Yes	No										
When did you enter the USA?	<table border="1" style="display: inline-table;"><tr><td style="width: 30px;">month</td><td style="width: 30px;">day</td><td style="width: 30px;">year</td></tr></table>	month	day	year	When does your I-94 expire?	<table border="1" style="display: inline-table;"><tr><td style="width: 30px;">month</td><td style="width: 30px;">day</td><td style="width: 30px;">year</td></tr></table>	month	day	year		
month	day	year									
month	day	year									
I will return to my country to apply for the F-1 visa	Yes <input type="checkbox"/> No <input type="checkbox"/>										
I already have F-1 status and wish to transfer to WCC	Yes <input type="checkbox"/> No <input type="checkbox"/>										

If you have an F or J visa status, please write name and address of the **school or agency** that issued the I-20A/B or IAP-66 to you:  
 \_\_\_\_\_  
 \_\_\_\_\_

# Financial Certification

**Source of Support:** Please indicate source of support. See our form, "Documenting Financial Support" for details on required documents. **Clear photocopies of documents ARE acceptable. Bank account balances must be stated in U.S. dollars. All documents must be in English. (Check one)**

**Personal Funds:**

Requires six months of your bank statements stating amount in account in U.S. dollars, **plus other documents.** See our form, "Documenting Financial Support" for requirements.

**Sponsor is Parent:**

Requires six months of your parent's bank statements stating amount in account in U.S. dollars, **plus other documents.** See our form, "Documenting Financial Support" for requirements.

**Sponsor is Relative or Friend:**

Requires six months of your sponsor's bank statements stating amount in account in U.S. dollars, **plus other documents.** See our form, "Documenting Financial Support" for requirements.

**Government or other organization:**

Requires scholarship letter from government/organization. See our form, "Documenting Financial Support" for requirements.

Please list full name, address, and telephone number of  
**SPONSOR:**

Sponsor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Email address: \_\_\_\_\_

**NOTE: All students MUST submit a copy of the information pages of the passport. Transfer students with F-1 status MUST submit a Transfer Request Form and a copy of your I-94 card, and copies of all I-20A/B forms issued to you.**

No application from a student requesting the I-20 A/B form will be considered unless accompanied by proper certification in the form of six months of bank statements, guarantee from sponsor, affidavit of support, etc. All financial documentation must state the amount of money in US DOLLARS. No I-20 form will be issued unless this information is properly provided. You will also need to show financial documentation to the United States Consular office to prove that you have sufficient funds for your studies in the United States. Therefore, we will return to you all original financial documents.

After reviewing this application, I certify that the information provided is true and that the financial statements submitted on my behalf are valid. In addition, I understand that I must take a scheduled placement test and register at least 3 weeks before the test date to have a guaranteed choice of morning or afternoon class schedules. In addition, ***I understand that as a non-resident of Westchester County, I am required to pay the non-resident tuition, which includes a 175% non-resident surcharge.*** I also understand that admission to the Intensive English Program as an F-1 student does not constitute admission to Westchester Community College for study in any degree program.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Westchester Community College  
English Language Institute  
75 Grasslands Road, GTW-243  
Valhalla, NY 10595-1698 USA  
ESL@sunywcc.edu  
Phone: (914) 606-6656  
FAX: (914) 606-7894



## Documenting Financial Support

YOU MUST BE ABLE TO PROVE THAT YOU WILL  
HAVE THE FINANCIAL SUPPORT TO COVER YOUR MINIMUM ANNUAL EXPENSES  
FOR THE ENTIRE LENGTH OF YOUR PROGRAM OF STUDY.

The American Embassy or consulate requires to see that funds are available to cover one year's minimum expenses and that there is sufficient evidence that equal amounts will be available for every year of your program. Our requirements are the same for issuing your Form I-20.

### TYPES OF FINANCIAL SUPPORT

- Personal funds.
- Funds from a sponsor such as a parent living in the home country or a local relative or friend.
- Local sponsor giving free room and board.

### DOCUMENTING FINANCIAL SUPPORT

1. Sponsor affidavits — the promise to support you by giving you up to a specific amount of money for a specified period of time. Also, if relevant, the promise to provide free room and board.
  2. Six months of bank statements with sponsor's name, monthly deposits/balance, and current balance.
  3. Proof of Employment and Income.
  4. Income tax returns.
- **Documents must be in English, less than three months old, and in US dollars. They must be less than six months old when applying for the F-1 Visa.**
  - **Photocopies and faxes are accepted. The American Embassy will need your originals when you get your I-20 and apply for the F-1 Visa.**

### YOUR SPONSOR'S INCOME IS MORE IMPORTANT THAN YOUR SPONSOR'S BANK STATEMENT

- Bank statements are very poor evidence of your sponsor's ability to support you unless the balance is very high.
- Proof of your sponsor's income must be on the employer's letterhead, on income tax returns or receipts, or estimated by a bank or private accountant if the sponsor is self-employed.
- The income of a company is not the income of the owner of the business.

### BANK DOCUMENTS

- Bank statements must state: 1) sponsor's name, 2) Monthly deposits/balance, 3) Current balance.
- Bank statements saying "enough" or "sufficient" funds are available, or that "the account holder is capable of supporting the student" will not be accepted.

### A SPONSOR IS THE SOURCE OF THE SUPPORT

- A sponsor may be one or more family members, friends, or organizations.
- A family member in the U.S. who is receiving money from another family member in another country to give to you is not a sponsor.
- You may sponsor yourself completely or partially. The amount in your account will be divided by the number of years in your program.

### SPONSORS MUST SUBMIT AN AFFIDAVIT

- Each sponsor must submit an affidavit stating exactly what is to be provided annually.
- Affidavits must be signed by the sponsor.

### FREE ROOM AND BOARD COUNTS AS CASH SUPPORT

- A person who is giving you a place to live and food to eat must submit an affidavit of free room and board with a copy of the property deed or rental lease or copy of income tax forms on which the house is reported.
- Free room and board reduces living expenses by the amount indicated for living expenses (housing, utilities, and food).
- Affidavits will not be accepted if the place to live is too small or too far from WCC.

### NON-LIQUID FUNDS OR PROPERTY ARE NOT ACCEPTED

- Income from investments and property should appear in bank accounts.
- Retirement accounts are not accepted.

## Average Living Costs and Tuition

Average living costs are estimated below. This is a modest, “no extras” budget. It is highly recommended that you bring at least 10% more.

	Self-paid 1 Sem.	Self-Paid 1 Year	Free Room/ Board 1 Sem.	Free Room/ Board 1 Year
<b>LIVING EXPENSES</b>				
<b>Housing and Utilities</b> (approx. \$750 per month) Based on average cost of a room in a private home	\$3000	\$9,000	\$0	\$0
<b>Food</b> Based on Living Wage Calculation (Westchester)	\$1,200	\$3,600	\$0	\$0
<b>Living Expenses Total</b>	<b>\$4,200</b>	<b>\$12,600</b>	<b>\$0</b>	<b>\$0</b>
<b>OTHER EXPENSES</b>				
<b>Personal Items and Clothing</b> <sup>000504517</sup> Based on a modest budget. Does not include cell phone/plan.	\$400	\$1,200	\$400	\$1,200
<b>Transportation</b> (approx. \$120 per month) Based on price of an Unlimited Ride MetroCard (good on Bee-Line buses, NYC buses & subways)	\$480	\$1,440	\$480	\$1,440
<b>Books and Supplies</b> Based on book and supply costs at Bookstore	\$200	\$600	\$200	\$600
<b>Medical</b> (\$50 per month) Based on average rate for int. student health ins.	\$200	\$600	\$200	\$600
<b>Other Expenses Total</b>	<b>\$1,280</b>	<b>\$3,840</b>	<b>\$1,280</b>	<b>\$3,840</b>
<b>Expenses Total</b>	<b>\$5,480</b>	<b>\$16,440</b>	<b>\$1,280</b>	<b>\$3,840</b>
<b>DEPENDENT COSTS FOR SPOUSE OR EACH CHILD</b>				
If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses as estimated below.				
Total without free room & board (Housing & Utilities \$425 per month extra, Food, Personal Items & Clothing, and Medical)	<b>\$3,500</b>	<b>\$10,500</b>		
Total with free room & board from sponsor (Personal Items & Clothing and Medical)			<b>\$600</b>	<b>\$1,800</b>
<b>TUITION AND FEES</b>				
<b>Tuition and Fees</b>	<b>\$2,697</b>	<b>\$8,091</b>	<b>\$2,697</b>	<b>\$8,091</b>
	Self-paid 1 Sem.	Self-Paid 1 Year	Free Room/ Board 1 Sem.	Free Room/ Board 1 Year
<b>ESTIMATED COSTS</b>				
<b>Typical estimate for 1 student w/ no dependents</b>	<b>\$8,200</b>	<b>\$24,600</b>	<b>\$4,000</b>	<b>\$12,000</b>
Typical estimate for 1 student w/ 1 dependent	\$11,700	\$35,100	\$4,600	\$13,800
Typical estimate for 1 student w/ 2 dependents	\$15,200	\$45,600	\$5,200	\$15,600
Typical estimate for 1 student w/ 3 dependents	\$18,700	\$56,100	\$5,800	\$17,400

## **Sponsor's Affidavit of Annual Financial Support**

### **YOUR COMMITMENT AS A SPONSOR TO A STUDENT**

When you complete the Sponsor's Affidavit of Financial Support on the other side of this page, you are certifying and swearing to Westchester Community College Intensive English Program and the US government that you can and will provide a student with a specific amount of money for every year of study at Westchester Community College Intensive English Program.

It is assumed that you have carefully considered the real costs of supporting the student while living and studying in New York and do not expect that he/she will be able to find employment or other support after beginning school. Employment is strictly controlled by the US Immigration Service and permission to work is extremely difficult to get. You should anticipate that the student's expenses will increase 4-5% annually. Sponsors who fail to meet their stated commitment jeopardize the student's education and legal status in the U.S. and cause pain and suffering.

### **INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT**

1. Fill out the form on the back of this page completely. Please print or type.
2. Promise to provide only the amount you intend and are able to give to the student.
3. Sign the affidavit.
4. Attach documents which prove that you are capable of providing this amount of support.
5. Documents must be in English, less than three months old, and in US dollars. Photocopies and faxes are accepted. However, the student will need original copies when going for the visa.

### **PROVING FINANCIAL SUPPORT**

Prove your ability to support the student by sending us the following documents:

1. Six recent bank statements stating sponsor's name, monthly deposits/balance, and current balance. Bank statements alone will not be accepted as sufficient proof of ability to support the student unless the account balance is very high. Bank statements saying "enough" or "sufficient" funds are available to support a student are not accepted. All statements must indicate US dollar amounts.
2. A letter from your employer on business stationery stating your annual salary, or income tax returns or receipts (preferred for US Residents), or pay stubs for the last six months.

**DO NOT SEND:**

1. Information about non-liquid funds or property. It is assumed that income from investments will appear in other accounts.
2. Retirement account information.
3. Bank statements or tax returns that are not in your name.

***PLEASE COMPLETE THE SPONSOR'S AFFIDAVIT ON THE OTHER SIDE.***

**SPONSOR'S AFFIDAVIT OF ANNUAL FINANCIAL SUPPORT**

(Please print or type)

I hereby attest that I am willing and able and will provide no less than US\$ \_\_\_\_\_  
in cash to the student named below for every year of study at Westchester Community  
College, Intensive English Program.

NAME OF STUDENT \_\_\_\_\_  
(first, middle, family names)

My relationship to the student is: \_\_\_\_\_

My telephone number is: (cellular): \_\_\_\_\_ (home): \_\_\_\_\_

My postal address is:

\_\_\_\_\_ (number and street) \_\_\_\_\_ (apartment number)

\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code/postal code) \_\_\_\_\_ (country)

The following persons are dependent upon me for their housing, food, or financial support. (Do not list adult members of your family who are supporting themselves. Do not include the student named above.)

NAME	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**My documentary evidence of financial ability is attached. (Please check all that apply.)**

- Letter from my employer on business stationery stating my annual salary: \_\_\_\_\_
- Six recent bank statements: \_\_\_\_\_
- Pay stubs for the last six months: \_\_\_\_\_
- Income tax returns and receipts: \_\_\_\_\_
- Other: \_\_\_\_\_

**You must sign below. Any erasures of changes must be signed by the sponsor.**

**AFFIRMATION OR OATH**

**I hereby affirm or swear that the information I have given above is true and correct:**

\_\_\_\_\_  
**Signature of Sponsor**

\_\_\_\_\_  
**Printed Name of Sponsor**

\_\_\_\_\_  
**Date**

Westchester Community College  
English Language Institute GTW 243  
75 Grasslands Road  
Valhalla, New York 10595-1698



## **Sponsor's Affidavit of Free Room and Board**

### ***YOUR COMMITMENT***

When you complete the Sponsor's Affidavit of Free Room and Board on the other side of this page, you are certifying and swearing to Westchester Community College and the U.S. government that you can and will provide a student with free room and food for every year of study at Westchester Community College. The student cannot be required to provide you with any services such as babysitting, cleaning, etc. in exchange for room and board, as that is considered employment.

It is assumed that you have carefully considered the real cost of providing the student with a free room and all meals while living in New York and do not expect that he/she will be able to find employment or other support after beginning school. Employment is strictly controlled by the U.S. Immigration Service and permission to work is extremely difficult to get. Sponsors who fail to meet their commitment jeopardize the student's education and legal status in the U.S. and cause pain and suffering.

### ***INSTRUCTIONS FOR COMPLETING THE AFFIDAVIT***

1. Fill out the form on the back of this page completely. Please print very clearly or type.
2. Sign the affidavit.
3. Attach a photocopy of a lease or deed in your name or photocopy of income tax forms on which the house is reported.
4. The affidavit must be in English.
5. The affidavit will be accepted only if it is clear that there is enough space for the student and that the location is not too far from school.

***PLEASE COMPLETE THE SPONSOR'S AFFIDAVIT ON THE OTHER SIDE.***

## SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD

(Please print or type)

I hereby certify that I am willing and able and will provide

\_\_\_\_\_

Full name of student (first, middle, family names)

with a free room and all meals

for every year of study at Westchester Community College.

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is \_\_\_\_\_.

Telephone number: (cellular): \_\_\_\_\_ (home): \_\_\_\_\_

Address of room or apartment offered to the student:

\_\_\_\_\_

Number and Street

\_\_\_\_\_

Apartment Number

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

How many rooms are in the house or apartment? \_\_\_\_\_

How much space will be reserved for the exclusive use of the student? \_\_\_\_\_

Does the sponsor live at the address listed above? \_\_\_\_\_

Does the sponsor \_\_\_\_\_ own or \_\_\_\_\_ rent the property?

**Attach a photocopy of a deed or lease in your name or a photocopy of income tax forms on which the residence is reported.**

**You must sign below. Any erasures or changes must be signed by you.**

### AFFIRMATION OR OATH

**I hereby affirm or swear that all the information I have given above is true and correct:**

\_\_\_\_\_

Signature of Sponsor

\_\_\_\_\_

Printed Name of Sponsor

\_\_\_\_\_

Date

***THE MOST COMMON REASONS  
FINANCIAL DOCUMENTS ARE REJECTED ARE.....***

- DOCUMENTS ARE TOO OLD (no more than three months old when submitted to WCC).
  - SPONSORS PROMISE MORE MONEY THAN THEY CAN AFFORD.
  - SPONSORS HAVE NOT SUBMITTED SIX RECENT BANK STATEMENTS.
- SPONSORS HAVE NOT PROVIDED PROOF OF EMPLOYMENT AND EARNINGS.
- STUDENTS WITHOUT A SPONSOR SHOW ONLY ENOUGH FUNDS FOR 1 YEAR.

***Do not assume that you will be able to work to help meet expenses!!  
Employment is strictly controlled by the immigration service!***

Westchester Community College  
English Language Institute, GTW 243  
Valhalla, New York 10595-1698  
Email: [ESL@sunywcc.edu](mailto:ESL@sunywcc.edu)

Telephone: 914-606-6656

Fax: 914-606-7894

