

# Westchester Community College

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

Dear Applicant:

Thank you for your application to Westchester Community College's *TESOL Certificate Program*. Participants on F-1 visa study 10.5 hours of required TESOL courses and an additional 1.5 hour class per week, Specialized Reflective Training, to fulfill their F-1 status requirement. International students in the TESOL program are required to have at least 12 hours of instruction per week.

### Expenses

Students should consider several costs when calculating their expenses. These costs include tuition, books, and living expenses. The following amounts are estimates:

<u>Spring 2010 Expenses</u> 12 hours per week		<u>Summer 2010 Expenses</u> 12 hours per week	
Tuition & fees per semester	\$ 1,858.00	Tuition & fees per semester	\$ 1,858.00
Books	\$ 150.00	Books	\$ 150.00
Living expenses*	\$ 2,008.00*	Living expenses*	\$ 2,008.00*
* (Living expenses will vary depending on accommodations)		* (Living expenses will vary depending on accommodations)	

### F -1 VISA Information

#### 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 12 hours per week.
- F-1 student status requires special permission to work on campus from Social Security Administration as well as a letter from your international student adviser. It is considered a serious violation 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 TESOL Certificate Form 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 TESOL Certificate Program:

- *A completed TESOL Certificate Program application form.* Please complete all parts of the application form, including providing a passport-style photograph.
- *A copy of the information page from your passport*
- *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**, attached).
  2. Funds from one or more sponsors (See **Sponsor's Affidavit of Annual Financial Support**, attached).
  3. Local sponsor's promise of free room and board (See **Sponsor's Affidavit of Free Room and Board**, attached).

Please complete the enclosed forms and return to the address below. If you have any questions please feel free to contact me Tuesday - Saturday. 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 Office, Academic Arts Building, Room 302. Call 914-606-7743 for more information about registration. Tuition must be paid in full at time of registration.

### **Housing**

Westchester Community College does not have any housing services for international students. Almost all students in the Intensive English Program live with friends or relatives near the College. A few rent their own apartments.

If you have any questions please feel free to contact me Monday-Wednesday.

Sincerely,

Joaquim Mendes  
Coordinator, TESOL Certificate Program  
Westchester Community College  
Academic Arts Building, Rm. 302  
75 Grasslands Road  
Valhalla, NY 10595-1698 USA  
Tel: 914-606-7743  
Fax: 914-606-8554  
[joaquim.mendes@sunywcc.edu](mailto:joaquim.mendes@sunywcc.edu)

# TESOL CERTIFICATE PROGRAM



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

**ATTACH**  
  
**PHOTO HERE**  
  
*(REQUIRED)*

Permanent Address in your **home country**:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Present or expected ADDRESS in USA:  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone (at your permanent home): **011-** \_\_\_\_\_ Fax # in your home country: **011-** \_\_\_\_\_  
 e-mail / internet address: \_\_\_\_\_ Telephone in USA: \_\_\_\_\_

Date of Birth: 

Month	Day	Year
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Male	Female
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 Country of Birth: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Education Background:  
 College/University: \_\_\_\_\_  
 Degree: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Date of Completion: \_\_\_\_\_  
 TOEFL Score: (not required, but state the score if you have one): \_\_\_\_\_

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 2010	<input type="checkbox"/>	1/25/10 – 4/22/10
Summer 2010	<input type="checkbox"/>	5/10/10 – 8/4/10
Fall 2010	<input type="checkbox"/>	9/13/10 – 12/6/10

**VISA INFORMATION**

<b>Are you in the USA now?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="radio"/> F-1	<input type="radio"/> J-1	<input type="radio"/> B-1/B-2
When did you enter the USA?	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 are already in the USA, what type of visa do you have?

When does your I-94 expire?

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 letter from bank on official bank letterhead stating amount in account in U.S. dollars, **plus other documents.** See our form, "Documenting Financial Support" for requirements

**Sponsor is Mother or Father:**

Requires letter from your parents' bank on official bank letterhead 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 letter from your sponsor's bank on official bank letterhead stating amount in account in U.S. dollars, **plus other documents.** See our form, "Documenting Financial Support" for requirements

**Government or other organization:**

Scholarship letter from government or 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 a bank letter, 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 may be required to take an English language proficiency test.** I also understand that admission to the TESOL Certificate Program as an F-1 student does not constitute admission to Westchester Community College for study in any degree program.

\_\_\_\_\_  
**Student's Signature**  
Westchester Community College  
English Language Institute  
75 Grasslands Road, AAB-302  
Valhalla, NY 10595-1698 USA  
[TESOL@sunywcc.edu](mailto:TESOL@sunywcc.edu)  
Phone: (914) 606-7743  
FAX: (914) 606-8554

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



## WESTCHESTER COMMUNITY COLLEGE – TESOL CERTIFICATE PROGRAM

### 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 the expenses for your entire 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. Bank Letter (not a monthly statement). The letter states when the account was opened and the current amount of money in the account and the average balance.
  3. Proof of Employment and Income
  4. Tax returns (normally unnecessary but sometimes strengthen the application)
- **Documents must be in English, less than six month old and in US dollars.**
  - **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 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

- This document must say: 1) The date the account was opened, 2) The average annual 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.

#### SPONSORS MUST SUBMIT A *NOTARIZED* AFFIDAVIT

- Each sponsor must submit an affidavit stating exactly what is to be provided annually.
- Affidavits must be signed by the sponsor in the presence of a notary public and the notary public's official seal must be put on it.

#### FREE ROOM AND BOARD COUNTS AS CASH SUPPORT

- A person who is giving you a place to live and food to eat must submit a notarized affidavit of free room and board with a copy of the property deed or rental lease.
- Free room and board reduces living expenses by the amount indicated for housing, utilities and food expenses unless the sponsor is also providing other cash support.
- Affidavits will not be accepted if the place to live is too small or too far from WCC.

**Continued on back.....**  
Documenting Financial Support

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

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

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

DOCUMENTS ARE TOO OLD

AFFIDAVITS ARE NOT NOTARIZED

SPONSORS PROMISE MORE MONEY THAN THEY CAN AFFORD

BANK STATEMENTS DO NOT STATE THE AVERAGE ANNUAL BALANCE

SPONSORS SUBMIT BANK DOCUMENTS AS THE ONLY PROOF OF SUPPORT

STUDENTS SUBMIT BANK STATEMENTS IN THEIR NAMES  
SHOWING JUST ONE YEAR'S MINIMUM ANNUAL EXPENSES AVAILABLE

DOCUMENTS ARE NOT IN ENGLISH OR DO NOT INDICATE FUNDS IN U.S. DOLLARS

***DO NOT ASSUME THAT YOU WILL BE ABLE TO WORK TO HELP MEET EXPENSES!!  
EMPLOYMENT IS STRICTLY CONTROLLED BY GOVERNMENT REGULATIONS!***

## **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, a public official and the US government that you can and will provide a student with a specific amount of money for the student's length of study in the TESOL Certificate Program at Westchester Community College.

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 US 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 in the presence of a notary public in the US or other licensed official in your country. The notary public or official must sign and put the official seal on 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 six 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. A certification from a bank or other financial institution stating the date the account was opened, the total amount deposited for the past year, and present 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 receipts and forms (preferred for US Residents).

#### **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 the TESOL Certificate Program at Westchester Community College.

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

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

My telephone number is: (H) \_\_\_\_\_ (W) \_\_\_\_\_

My address is:

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

\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip 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. \_\_\_\_\_

Letter from an officer of a bank or other financial institution stating: the date my account was opened, the total amount deposited and the present balance. \_\_\_\_\_

Income tax receipts and forms \_\_\_\_\_

Other: \_\_\_\_\_

**You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasures of changes must be signed by both the sponsor and the notary.**

**AFFIRMATION OR OATH**

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

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

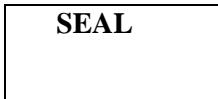
\_\_\_\_\_  
**Printed Name of Sponsor**

**SWORN AND SUBSCRIBED**

**BEFORE ME THIS \_\_\_\_\_**

**DAY OF \_\_\_\_\_, 20 \_\_\_\_.**

**SIGNATURE OF NOTARY: \_\_\_\_\_.**



WESTCHESTER COMMUNITY COLLEGE  
TESOL Certificate Program  
English Language Institute, AAB-302  
75 Grasslands Road  
Valhalla, New York 10595-1698

Telephone: 914-606-7743  
Form 2

Fax: 914-606-8554

**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, a public official, and the U.S. government that you can and will provide a student with free room and food for the length of their program of study at Westchester Community College.

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 in the presence of a notary public.  
The notary public or official must sign and put the official seal on 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 the length of their program at Westchester Community College

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

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 in which the residence is reported.

You must sign below in the presence of a notary public or official. The notary public must sign and put the official seal on the affidavit. Any erasures or changes must be signed by both you and the notary.

**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

SWORN AND SUBSCRIBED
BEFORE ME THIS
DAY OF \_\_\_\_\_, 20\_\_\_\_.
Signature of Notary

Seal