

Certificate Program in Professional English Studies (PES)

Academic Year 2018-2019

****Please indicate all semesters you plan on attending****

2018 Fall Semester

August 27 – December 14, 2018
Application Deadline: July 15, 2018

2019 Spring Semester

January 7 – May 3, 2019
Application Deadline: November 15, 2018

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 Professional English Studies? <input type="checkbox"/> Family/Friend <input type="checkbox"/> PES Website <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? ___ 0-1 year ___ 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 Student's Email Address (required)* Alternate Email to be copied on correspondence			
*Email will be the principle form of communication with prospective students. Applications are considered incomplete without the student's email address.			
Permanent Address in Home Country: _____ Street Address _____ City State Postal Code Country _____ Telephone Number Fax Number Email Address			

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- (1) Payment of \$250 U.S. dollars (\$200 nonrefundable tuition deposit, \$50 nonrefundable application fee per semester) 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.
- (4) An ETS official report form of your TOEFL score (required score 70 IBT/195CBT/525 PBT) or your IELTS score (required score 5).
- (5) Evidence of financial support if requesting a Form I-20.
- (6) If applying to more than one semester, please provide additional proof of funding to cover all semesters. (See page 3 for required amounts)

Applications are not reviewed for admission until ALL application documents are received.

U.S. VISA INFORMATION

An F-1 Student Visa is required for full-time study in the U.S. 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. You must 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 PES website (www.pes.georgetown.edu)

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

I plan to attend Georgetown EFL/PES on an F-1 student visa. (You must complete the enclosed I-20 application. Note that to ship your I-20 you will be asked to use: study.eshipglobal.com)

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 (Note that to ship your I-20 you will be asked to use: study.eshipglobal.com)
- a copy of your current I-20, F-1 visa & most recent I-94 (visit: i94.cbp.dhs.gov/I94 for I-94 printout)
- information about your current school

Name of school _____

Fax number of school _____

Phone number of school _____

Your current school will need to complete our EFL Program transfer form and release your SEVIS record to Georgetown University 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.

Signature

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

Signature of applicant

Date

PES program enrollment is limited; therefore, admission is not guaranteed. Students should submit complete application documents well before the deadline. Applications are not reviewed 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:

English as a Foreign Language
Georgetown University - English Language Center
School of Continuing Studies
640 Massachusetts Ave NW
Washington, D.C. 20001

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 adequately 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/Fees	+	Estimated Expenses	=	Total Support Required
Fall Semester	\$9,568		\$8,724		\$18,292
Spring Semester	\$9,568		\$8,724		\$18,292
Both Semesters	\$19,136		\$17,448		\$36,584

Fees are subject to change without notice.

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 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.
