

Application Checklist

Completed, signed application and ALL documents must be submitted at the same time. Applications will not be processed until they are complete.

All applicants please submit the following:

- IEP application with all sections completed and signed
- financial support documents
 - original bank statement or scholarship paperwork
 - if you are sponsored by someone, please make sure they complete the Financial Affidavit of Support in the application
- copy of your passport
- copy of passport for each dependent, if you have dependents
- educational credentials (transcripts), *officially submitted through Educational Perspectives*
 - Please request the 'Detailed' report (course-by-course) evaluation for \$135.00 directly through Educational Perspectives: <http://www.edperspective.org/emich> . Educational Perspectives will send a copy of the completed evaluation to you and to EMU. The evaluation takes 5 business days after Educational Perspectives receives your completed evaluation request.
 - A grade point average (U.S. scale) of 2.5 is required.
 - This report is part of the Intensive English Program application and can also be used to apply for a degree program at Eastern Michigan University, if you choose.
- \$35 application fee,

If you are a **transfer student**, please **also** submit:

- copy of your current visa
- copy of your current I-94
- copy of your current I-20
- copy of the current visa, I-94 and I-20 for each dependent, if you have dependents

All application materials can be mailed to:

ESL Office

Eastern Michigan University

317 King Hall

Ypsilanti, MI 48197

Application Process

*Initial application processing takes approximately 2 weeks.
Shipping of admission packet and I20 takes approximately an additional week.*

If you are a **student outside the U.S.**, you will follow this process:

- a. Submit application and necessary documents.
- b. ESL Office will email you regarding your admission in approximately 2 weeks.
- c. EMU will ship your final admission letter and I20 to you, which will take 3-5 days.
- d. Apply for a student visa to the U.S.

If you are a **student already studying in the U.S.**, you will follow this process:

- a. Submit application and necessary documents.
- b. ESL Office will email you regarding your admission and transfer paperwork (Foreign Student Advisor Letter) in approximately 2 weeks.
- c. Give your current institution a copy of your final admission letter and Foreign Student Advisor Letter and request a transfer in SEVIS.
- f. After the end of the term at your current institution, if you are eligible to be released in SEVIS, your current institution will release you. (If you are not released by your current institution, you cannot be transferred to EMU.)
- g. After you are transferred in SEVIS to EMU, EMU will send you a new I20, which will take roughly one week.

Special note for SACM Students:

If you are a SACM sponsored **student outside the U.S.**, you will follow this process:

- a. Submit application and necessary documents.
- b. Receive an admission letter and I-20 from EMU.
- c. Apply for a student visa to the U.S.
- d. Submit the admission letter to SACM and request an official financial guarantee to be sent directly from SACM to EMU.
- e. After EMU receives the official financial guarantee, you will be able to register for classes.

If you are a SACM sponsored **student already studying in the U.S.**, you will follow this process:

- a. Submit application and necessary documents.
- b. Receive an admission letter and International Student Advisor Letter form from EMU.
- c. Submit the admission letter to SACM and request an official financial guarantee to be sent directly from SACM to EMU.
- d. Give your current institution a copy of your admission letter and International Student Advisor Letter and request a transfer in SEVIS.
- e. After the end of the term at your current institution, if you are eligible to be released in SEVIS, your current institution will release you. (If you are not released by your current institution, you cannot be transferred to EMU.)
- f. After you are transferred in SEVIS to EMU, EMU will send you a new I20, which will take roughly one week.
- g. After EMU receives the official financial guarantee and the International Student Advisor Form, you will be able to register for classes.

All incoming students must **PLAN** to attend the International Student Orientation (with Eastern Michigan University's Office of International Students) and **PLAN** to take the ESL placement test **BEFORE** the semester begins. The Office of International Students and ESL Office will contact you with the dates when you must attend the required OIS Orientation and take the ESL placement test. These events are always several days before the first day of classes.