

## Application Procedure

- NOTE: The this time, the Intensive English Language program at USM does not offer courses at the beginner level.
- Read all information carefully before sending anything.
- Complete the application form, signing it and using the same name and date of birth that appears on your passport.
- Send the following:
  - completed and signed application form
  - non-refundable application fee of \$40
  - tuition deposit of \$150 (refundable if denied visa)
  - financial statement (in English) and letter of sponsorship (if statement is under different name)
  - letter of support for room and board (if not staying in USM dormitory)
  - copy of biographical page of your passport

Note: Final acceptance and I-20 form will not be issued until application fee, tuition deposit, bank statement, and letters of support are received. *An online interview may also be required.*

Make check for \$190 U.S. dollars payable to the University of Southern Maine

- When you are accepted, you will be sent an I-20 form, a letter of admission, and information about registration, room and meals, and methods of payment.
- Send your application by registered mail or as a scanned pdf file with original documentation

### SEND TO:

The Intensive English Language Program  
University of Southern Maine  
P.O. Box 9300  
Portland, ME 04104-9300 U.S.A.  
Email: [usmiep@usm.maine.edu](mailto:usmiep@usm.maine.edu)

## Financial Guarantee Information

It is necessary to show proof of financial support for studies at USM. These documents must show that you have enough money to cover the costs of tuition, room, board, medical insurance, books and personal expenses as stated in the brochure. **If a sponsor/parent is contributing to payments and/or room and board, he/she must also send a letter of support.** This information is needed before we can send an I-20 Form for the student visa. All fees must be paid in full at registration upon arrival.

My source of financial support is:

- Personal/Family
- Sponsor
- Supporting Agency

Please attach the Declaration of Finances Form, a signed bank statement, and a letter of guarantee of financial support for the period of study in the U.S.

### SEND TO:

The Intensive English Language Program  
University of Southern Maine  
96 Falmouth Street  
P.O. Box 9300  
Portland, ME 04104-9300 U.S.A.

***\*NOTE: The application must be completed and signed by the applicant.\****

If the applicant is unable to complete this for any reason, please contact us.

## University of Southern Maine Intensive English Language Program 2015-2016 Dates and Fees

Spring: January 19 – May 6, 2016  
Summer: July 20 – August 14, 2015  
Fall: August 31 – December 11, 2015

### Fees (in U.S. Dollars)

Application and program deposit: A \$190 payment must be sent with the application. \$150 will be applied to program costs when a student enrolls. If a student does not enroll, the University keeps this deposit.

### Fall or Spring Institute Costs (15-week program)

Educational Fee *	\$ 3,990
Application Fee (non-refundable)	\$ 40
Mandatory University Fees *	\$ 368
(Unified fee, Transportation fee, Health fee, Activity fee)	
Estimated Living Costs: *	
Room (double occupancy) & Meals	\$ 5,750
Medical Care	\$ 1,000
Books and Supplies (estimated)	\$ 200
Personal Expenses (estimated)	<u>\$ 1,000</u>
<b>Total</b>	<b>\$ 12,348</b>

### Summer Institute Costs (4-week program)

Program fee *	\$ 1,995
Application fee (non-refundable)	\$ 40
Mandatory University Fees *	\$ 158
(Unified fee, Transportation fee, Summer registration fee)	
Activities fee	\$ 160
Estimated Living Costs: *	
Room (double occupancy)	\$ 1,225
Food	\$ 1,050
Medical Care	\$ 75
Books and Supplies (estimated)	\$ 100
Personal Expenses (estimated)	<u>\$ 750</u>
<b>Total</b>	<b>\$ 5,553</b>

\*Fees for 2015

The University reserves the right to adjust charges at any time.

**Housing**

Recommended housing for international students during the fall or spring semester is in one of the student dormitories on the Gorham campus (inter-campus bus service provided.) If students want to live near the Portland campus, they should arrive a week or two early to search for an apartment; the IELP does not assist with this search.

Summer students only can request housing in a small residence hall in Portland.

- 1. Estimated cost for four-week summer program:  
Double room \$ 1,225
- 2. Estimated cost for fifteen-week semester program:  
Double room and required meal plan \$ 5,750

To reserve a dormitory room for the Fall or Spring semesters, request a Residence Hall application form and return it to IELP with a \$75 deposit (check payable to USM) along with all other documents.

**Food Service**

Students living in a dormitory during the semesters are required to buy a meal plan. Choice of an appropriate meal plan can be made on arrival.

**Health Insurance**

All international students must have medical and hospitalization insurance. Those arriving without proof of insurance can purchase a plan at registration.

**Visa Requirements**

Students participating in the full time Intensive Program need to obtain an F-1 student visa. It is important to complete the "Certification of Finances" form and attach documents which show adequate funds of support while in the USA and a letter of support from a parent/sponsor. When the application is approved, USM will issue the I-20 which is needed to apply for the F-1 student visa. Students must apply for the visa at the U.S. Consulate or Embassy in their home country at least 6 weeks before travel. Students cannot enter the U.S. more than 30 days before the start of their program.

**Payment Policies**

All payments must be made in U.S. Dollars. The application fee and deposit must be paid with a check drawn on a U.S. Bank and payable to the University of Southern Maine. The University will charge a fee of 2.75 percent on MasterCard, Discover, and American Express. Visa is not accepted. Students are required to pay all University charges by the end of the first week of the program. For more information about the IELP, please contact:

Intensive English Language Program  
University of Southern Maine  
P.O. Box 9300  
Portland, ME 04104-9300 U.S.A.  
Tel. 207-780-4419  
E-mail: [usmiep@usm.maine.edu](mailto:usmiep@usm.maine.edu)  
Web site: <http://www.usm.maine.edu/esol>

**APPLICATION FORM**  
**Intensive English Language Program (IELP)**  
**University of Southern Maine**  
*(Please Print)*

- Fall 201\_\_  Spring 201\_\_  Summer 201\_\_

1. Applicant's Name: (First) \_\_\_\_\_  
(Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

2. Sex:  Male  Female

3. Date of Birth: \_\_\_/\_\_\_/\_\_\_  
mo day yr

4. Country of Birth \_\_\_\_\_

5. Country of Citizenship \_\_\_\_\_

6. Home Country Full Address (required for I-20)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Mailing Address/USA Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. E-mail Address \_\_\_\_\_

9. Current/USA Telephone (\_\_\_\_) \_\_\_\_\_

10. Permanent Phone (\_\_\_\_) \_\_\_\_\_

11. Fax Number (\_\_\_\_) \_\_\_\_\_

12. Name of High School \_\_\_\_\_  
Date of Graduation \_\_\_\_\_

13. Name of University \_\_\_\_\_  
Date of Graduation \_\_\_\_\_

14. How would you rate your English speaking ability?  
 High Intermediate  Intermediate  Low Intermediate

How would you rate your English reading ability?  
 High Intermediate  Intermediate  Low Intermediate

TOEFL or IELTS score (if available) \_\_\_\_\_

15. What do you plan to do after studying English at the Intensive English Language Program at USM?  
 Study for an undergraduate degree  
 Study for a Master's Degree or Ph.D.  
 Return home  
 Other

16. Do you intend to apply to the University of Southern Maine?  Yes  
 No

17. If you are already in the U.S.A., which visa do you have?  
F-1 F-2 B (Tourist) J-1 J-2 Other  
(please circle)

18. If you are a transfer student, what is the name of the institution that issued your I-20?  
\_\_\_\_\_

19. Do you need a Certificate of Eligibility (Form I-20) for a student visa?  
 Yes  
 No

20. How did you find out about the Intensive English Language Program?  
 friend/relative  
 publications/books about ESL programs  
 U.S. Embassy/Consulate  
 placement agency  
 Internet  
 former USM ESOL student  
(Optional: Name \_\_\_\_\_)

21. Housing Plans:  
 I plan to live in a residence hall on campus  
 I plan to live off campus

\_\_\_\_\_  
*Signature of applicant*

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