

# Application for Enrollment Part 1 (for all students)

**1. Personal Information** Please write the information **EXACTLY** as it appears on your passport. Use blank spaces and hyphens as needed.

FAMILY NAME: \_\_\_\_\_  MALE  FEMALE DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_  
month / day / year

GIVEN NAMES: \_\_\_\_\_  
(first name, middle names)

COUNTRY OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_

**STUDENT'S PERMANENT ADDRESS IN HOME COUNTRY (REQUIRED):** **MAILING ADDRESS (if different):**

ADDRESS LINE 1: \_\_\_\_\_ ADDRESS LINE 1: \_\_\_\_\_

ADDRESS LINE 2: \_\_\_\_\_ ADDRESS LINE 2: \_\_\_\_\_

CITY: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE/PROVINCE: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ AGENT (if applicable): \_\_\_\_\_

**2. Source** Where did you hear about our program?  friend  relative  internet  fair  agent/representative/sponsor  
If you answered "agent/representative/sponsor" please provide us with their name on the line above (AGENT).

**3. Program of Study** Start date \_\_\_\_\_ End date \_\_\_\_\_ Check the box below next to the course you wish to apply for.

Intensive Academic Preparation (3 wks; 24 hrs/wk; \$480/wk)  Communication Skills (3 or 4 weeks; 16 hrs/wk; \$320/wk)

Intensive English for University Studies (3 or 4 wks; 22 hrs/wk; \$425/wk)  Communication Skills (3 or 4 weeks; 12 hrs/wk; \$240/wk)

Intensive English (3 or 4 wks; 20 hrs/wk; \$365/wk)  Youth Adventure (3wks; 15 hrs/wk; \$570/wk)

**4. Housing** Please see a complete list of housing options. Do not send any housing deposits with this Application for Enrollment.

\_\_\_\_\_ I will locate my own housing. What is your occupation? \_\_\_\_\_

Please choose room occupancy you prefer:  single  double What are your interests? \_\_\_\_\_

Please number your choices (1,2,3) in order of preference. Special roommate request? \_\_\_\_\_

\_\_\_\_\_ Homestay (only choice in Youth course) \_\_\_\_\_ YMCA \_\_\_\_\_ Durant Special health needs or requirements? \_\_\_\_\_

\_\_\_\_\_ UC Residence Hall (summer only) \_\_\_\_\_ I-House (summer only) Fees for accommodations are to be made payable to the housing providers and NOT to English Studies Institute. Although ESI facilitates contact between prospective students and housing providers as a service, the agreement for housing is between the student and the housing provider, and NOT between either party and ESI. ESI is in no way liable to either party to perform their respective obligations.

Check-in date \_\_\_\_\_ Check-out date \_\_\_\_\_

Check-in is normally the day before the start date of the course.

Check-out is normally the day after the course ends.

**5. Application Fee** There is a non-refundable application fee of \$150. You may pay by credit card, money order, or personal check in U.S. dollars drawn from a U.S. bank.

I have enclosed a money order or check made payable to "ESI" in the amount of \$ \_\_\_\_\_ .

Please charge \$ \_\_\_\_\_ to my:  Visa  MasterCard  American Express

Credit Card Number: \_\_\_\_\_ Expiration Date (month/year): \_\_\_\_/\_\_\_\_

**6. U.S. Visa Information** Which type of visa will/did you use to enter the U.S.? \_\_\_\_\_ If "F-1," you must complete Part 2 of the Application.

**7. Student Signature and Attestation (REQUIRED):** I attest: The information on this form is correct to the best of my knowledge. I have had enough time to review and understand ESI's cancellation/withdrawal and refund policy.

\_\_\_\_\_  
Student Signature Date

# Application for Enrollment Part 2 (for F-1 students)

FAMILY NAME:

GIVEN NAME:

**U.S. Visa Information for all full-time students:** If you plan to apply for an F-1 student visa, answer all of the questions on this page that apply to you.

**a. Dependents**

Will dependents be traveling with you to the U.S.?  Yes  No

If YES, please tell us of their travel plans, including full names (list family names first), dates of birth, relationship to you (spouse or child), country of birth, country of citizenship, and SEVIS I.D. number if applicable.

**b. Organizational Sponsor's Funds**

Will you be sponsored by an organization?  Yes  No If YES, include a letter from your sponsor listing expenses the sponsor will pay.

Name of sponsoring organization (company, agency, foundation, or government):

- Sponsor's letter attached  Sponsor's letter on file at ESI

**c. Financial Verification**

If you are not sponsored by an organization, you must show that you have enough funds to cover tuition and living expenses while you are in the U.S. You can send either a bank statement or ask a bank official to complete the Bank Official Certification. Your bank statement or certification must show a numerical amount, and must be dated within 90 days of your application date. **Estimate your total expenses by multiplying the number of months of your course(s) times \$1,600 (estimated living expenses) and adding the tuition.** i.e.  $\$1600 + \$1095 = \$2695$

- I am enclosing a bank statement.  A bank official has completed the official certification below.

**Official Certification**

*This is to certify that the information furnished regarding personal savings is a true and accurate statement. This is not a guarantee of funds.*

Total available funds: \$ \_\_\_\_\_

Name of account holder: \_\_\_\_\_

Name of bank: \_\_\_\_\_

Bank location (city and country): \_\_\_\_\_

Name of bank official: \_\_\_\_\_

Bank official's signature: \_\_\_\_\_

Date (must be within 90 days of application date): \_\_\_\_\_

(bank official can stamp here)

**d. Statement of Financial Support (REQUIRED)**

The person who is financially responsible for the application MUST SIGN THIS SECTION. If someone else is providing funds for your tuition and living expenses, they must read and sign this statement. If you are responsible for yourself, sign the statement yourself.

*I have read the information regarding the cost of tuition and living expenses for the period of study at the English Studies Institute. I certify that these funds are available, and I accept full responsibility for these expenses.*

Name of person financially responsible: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Signature **(REQUIRED)**: \_\_\_\_\_ Date: \_\_\_\_\_

**e. For all students transferring from another school in the U.S., please provide the information requested below. You must also complete the Transfer Verification form.**

Name of school: \_\_\_\_\_ School phone: \_\_\_\_\_

City: \_\_\_\_\_ School E-mail: \_\_\_\_\_

Your SEVIS I.D. number: \_\_\_\_\_ Dates of attendance: \_\_\_\_\_ to \_\_\_\_\_

Will you travel outside the U.S. before beginning your studies at ESI?  Yes  No

**3. Submitting your Application for Enrollment**

If you are paying your application fee by credit card and do not plan to apply for an F-1 visa, you may submit this application via e-mail, fax, or mail. If you are paying your application fee by credit card or other means and plan to apply for an F-1 visa, you may submit this application via e-mail but must send accompanying documents. Your application will not be processed until these are received. **Please SIGN the application where required.**

**Thank you for your application. We look forward to welcoming you to English Studies Institute!**

Send applications or inquiries to:

**English Studies Institute**  
2600 Bancroft Way  
Berkeley, CA 94704 USA  
Phone: (510) 527-2777 Fax: (510) 629-6774  
E-mail: [info@esi.edu](mailto:info@esi.edu)



# English Studies Institute

2600 Bancroft Way  
Berkeley, CA 94704

phone (510)-527-2777  
fax (510) 629-6774

web [www.esi.edu](http://www.esi.edu)  
e-mail [info@esi.edu](mailto:info@esi.edu)

## CANCELLATION/WITHDRAWAL AND REFUND POLICY

To cancel or withdraw from your course, ESI requests that you fill out a cancellation/withdrawal form in the ESI office. The \$150 application fee is non-refundable. If your tuition is paid through an agent or another party, the refunds will be processed through that party and this may affect your eligibility for a refund. Any discount or commission that has been given to an agent or the student will be subtracted before making the refund calculation. Any tuition refund due will be processed within 10 business days.

**All students:** If you cancel/withdraw *before the course starts or on the first day of the course*, you will receive a full 100% tuition refund.

### 3-week course refunds

If your last day of attendance is:

-during the first week of the course, you will receive 2/3 or 66% tuition refund (see examples below).

-after the first week of the course, there is no tuition refund.

<i>3 – week course</i>	<i>clock hours</i>	<i>tuition paid</i>	<i>refund during first week</i>	<i>refund after first week</i>
Communication Skills- 12 hours	36	\$720	\$480	0
Communication Skills- 16 hours	48	\$960	\$640	0
Intensive English	60	\$1095	\$730	0
Intensive English for Univ. Studies	66	\$1275	\$850	0
Intensive Academic Preparation	72	\$1440	\$960	0
Test Preparation	6	\$180	\$120	0
Youth Adventure	45	\$1710	\$1140	0

### 4-week course refunds

If your last day of attendance is:

-during the first week of the course, you will receive a 75% tuition refund (see examples below).

-during the second week of the course, you will receive a 50% tuition refund (see examples below).

-after the second week of the course, there is no tuition refund.

<i>4- week course</i>	<i>clock hours</i>	<i>tuition paid</i>	<i>refund during first week</i>	<i>refund during second week</i>	<i>refund after second week</i>
Communication Skills- 12 hours	48	\$960	\$720	\$480	0
Communication Skills- 16 hours	64	\$1280	\$960	\$640	0
Intensive English	80	\$1460	\$1095	\$730	0
Intensive English for Univ. Studies	88	\$1700	\$1275	\$850	0
Test Preparation	8	\$240	\$180	\$120	0