



www.sisausa.org

SISA AMERICAN LANGUAGE CENTER

International Student Services

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International Student Information and Procedure

SISA AMERICAN LANGUAGE CENTER welcomes your application as an international student. Listed below is a checklist of the materials that must be submitted in order for your application to be processed. Applications are processed as soon as they are received. If you have questions in completing your international student application, please contact our school International Student Services. Our staff will make every effort to assist you.

Applying for a Student Visa (Initial)

Upon obtaining a SEVIS Form I-20, the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit <http://www.fmjfee.com> for details. The student must then have a visa interview with the local U.S. consulate for an F-1 Visa. For the interview, the student must bring the Form I-20, evidence of the SEVIS I-901 fee payment, a signed passport which must be valid for at least six months, a completed Form DS-156, and other applicable documents.

Changing Status to F-1 (Change of Status)

Upon obtaining a SEVIS Form I-20, the student must file a Form I-539 with USCIS to change from the student's current non-immigrant status to an F-1 status. The payment of SEVIS I-901 fee is also required.

Transferring with an F-1 visa

The student who already has a non-immigrant F-1 visa and wishes to attend SISA American Language Center must first submit a Transfer Eligibility/Evaluation (Notice of Intention to Transfer) Form completed by the school you are currently attending or attended. It is the responsibility of the student to ensure the release of the student's SEVIS Form I-20 to SISA by communicating with the Designated School Official (DSO) of the school the student is currently attending or attended. Upon the release of the student's record in SEVIS, SISA will issue the SEVIS Form I-20 to the student. The student should check with the office after the registration for the SEVIS Form I-20.

Application Check List :

<input type="checkbox"/>	Complete the attached "International Student Application."
<input type="checkbox"/>	Submit a current Bank Statement(Dated within 6 months) showing a minimum of \$19,600 to meet SISA ALC's estimated Tuition & Fees and Living Expenses.
<input type="checkbox"/>	Submit official transcripts, certificates, and/or diplomas from any college/universities/language schools attended, and copy of English Language Test (i.e., TOEFL) score report, if any, to help determine the applicant's level placement.
<input type="checkbox"/>	Submit the nonrefundable application fee of <u>\$100.00</u> , and take the Level Placement Test.
<input type="checkbox"/>	Read, clearly understand, sign and/or initial the *Disclosure of Documents to the Students. (*Current School Catalog, Notice of Student Rights, SEVIS Fact Sheet & Money Receipt(s), Notice of Cancellation & Withdrawal Rights and Responsibilities, Refund Tables)
<input type="checkbox"/>	Submit photocopies of valid passport.

TRANSFER STUDENTS ONLY :

<input type="checkbox"/>	Submit photocopy of current Form I-20.
<input type="checkbox"/>	Submit photocopies of valid passport showing visa information and I-94 Departure Record
<input type="checkbox"/>	Submit a Transfer Eligibility/Evaluation (Notice of Intention to Transfer) Form completed by the school you are currently attending or attended.

We will notify you of admissions decisions after we have received and reviewed your complete application.



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International Student Application (For F-1 Visa Student)

PROGRAM INFORMATION :				
Date		<input type="checkbox"/> English as a Second Language Program		
		<input type="checkbox"/> TOEFL Preparation Program		
Program Start Date		Program End Date		
PERSONAL INFORMATION :				
Last(Family) Name		First Name	Middle Name	
City & Country of Birth		Country of Citizenship	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth	Driver's License	State	Social Security(ID) Number	
Address in the United States				
Home Phone		Cellular Phone	E-mail	
Foreign Address				
Home Phone		Cellular Phone	Contact Name Relationship	
DEPENDENT INFORMATION : (Complete below for each dependent you want to add. Use additional pages if necessary.)				
Last(Family) Name		First Name	Middle Name	
Date of Birth	Country of Birth	Country of Citizenship	Relationship	
Last(Family) Name		First Name	Middle Name	
Date of Birth	Country of Birth	Country of Citizenship	Relationship	
TRANSFER STUDENT :				
Are you transferring from another U.S. institution? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please complete the following:				
Name of Current School				
School Address				
Telephone		Fax	Last Date of Attendance	
EMERGENCY CONTACT :				
Contact's Full Name			Relationship	
Address				
Telephone		Cellular Phone	E-mail	

PAYMENT INFORMATION

Any registration of a course(s) becomes the responsibility of the student. The tuition is due 7 days prior to the scheduled start date or at the time of registration. For continuing students, the tuition is due at the time of registration.

Check or Money Order:

Make the payment payable to SISA American Language Center

Wire:

Hanmi Bank

9820 Garden Grove Blvd., Garden Grove, CA 92844

Routing #: 122039399 Account #: 004436016

Credit Card:

We accept Visa and Master card only. Please contact admissions office for Credit Card Authorization form.

NON-IMMIGRANT F-1 STUDENT POLICY

Minimum Registration

The F-1 students are required to attend at least one term (8 weeks) prior to requesting a transfer. Otherwise, there is an early transfer fee of \$200. We want to minimize F-1 students whose purpose is to use the transfer period between schools to extend their stay in the U.S.

Enrollment Requirement

Enroll by the 2nd day of every term as a full-time student (18+ hours of instructions per week) unless you have completed our English as a Second Language Program (Level 6) or TOEFL Preparation program (16 weeks). Once you have completed our Program, you have 60 days to leave the U.S. or transfer to another school.

Attendance

Students who are absent from three or more consecutive classes will be placed on attendance probation notified by our school official. You will be terminated if your cumulative attendance falls below 80%.

Grading

A student who did not achieve the minimum final grade of D- (60% or higher) in a course is considered to have failed the course. He/She will be advised by our school academic advisor to discuss methods for passing and graduating/completing the course. (i.e., repeat the course or portions of it)

Exiting School

To avoid being terminated from SEVIS for failure to enroll, a student who plans to leave the school must complete and submit the Notice of Intention to Exit form available from the administration office by the 2nd day of the term required to register. The student's cumulative attendance and grade will be reviewed and closed out in SEVIS accordingly.

NON-CALIFORNIA (CA) RESIDENT REFUND POLICY

Refund Request

All refund requests must be submitted in writing by mail, in person, or by electronic mail. All refunds are made by check within 45-calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee would apply. We use only a courier company that has a tracking system ensuring a delivery. If you are applying through an educational counselor/agency, any refund will be made payable to the agency unless we are instructed by your agency to pay you directly.

Basis for Refund

The tuition refund is solely based on the money received by the school after all applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will no longer apply upon your withdrawal. The tuition charge will be based on the standard (full charge) published price.

Cancellation

For courses cancelled by the first day of a term, there will be a full refund for the tuition paid.

Withdrawal

For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis. There is no refund if withdrawn after the 60% of instructions. Additionally, there will be a recruiting fee of 35% of tuition for the period and the program, which you have stated on your application form. The fee will not apply if you are a continuing student - extending from the initial period enrolled - or a student applying for an F-1 visa outside the U.S. whose visa is denied.

Unclaimed Balance

The school has the right to any unclaimed balance beyond 180 days from the last date of student's attendance or the scheduled start date if the student had never attended the school.

Expulsion/Suspension

No refund will be given to a student expelled or suspended. Additionally, for an F-1 student, the student will be terminated in SEVIS.