



Cultural Center for Language Studies

Fluency in Languages

HOW TO APPLY AND BECOME A STUDENT AT CCLS NEW JERSEY

FULL-TIME STUDENTS (INCLUDING F-1 INTERNATIONAL STUDENTS)

International students must be accepted by a SEVP-approved school (such as CCLS New Jersey) and obtain a student visa (category F-1) to study in the U.S.A. To be accepted by CCLS New Jersey, international students must meet the following conditions:

1. Be at least 16 years old*
2. Fill out an [Application for Admission](#) form on-line.
3. Pay the non-refundable application fee.
4. Log into [your account](#) and upload the required documentation for the Form I-20** (which will be issued by CCLS New Jersey), including:
 - a. A copy of the identification page of your passport.
 - b. A [financial certificate form](#).
 - i. If you prefer, you can fill out this form electronically instead by clicking [here](#).
 - c. Proof of financial resources to pay for tuition and other expenses while in the U.S. (see the following section)
 - d. [Dependent form](#), if applying for dependents***
 - i. If you choose to fill out the Financial Certificate Form electronically and indicate that you have dependents, you will be automatically asked to complete the Dependent Form electronically.

**Students under the age of 18 must be accompanied by or staying with an adult who will take responsibility for the minor during his/her stay in the U.S.A. CCLS takes no responsibility for its students outside the school premises.*

*** The I-20 is a form issued by CCLS New Jersey which you will need to present at your interview for an F-1 visa.*

**** Dependents traveling with an F-1 visa holder are issued an F-2 visa.*

*****US citizens and U.S. residents do not need a visa to study in the IEP program.*

CCLS will process the student's application within 48-72 hours (2-3 business days) upon receipt of the complete documentation and application fee. If the student's application is accepted, CCLS will issue an I-20 to the student along with a letter of acceptance. If the application for admission is not accepted, CCLS will inform the student or his/her agent by email.

The last step in the application process is to schedule an interview at the U.S. Embassy or a U.S. Consulate in the student's country of residence. Please refer to the last section of this document for more information about the interview.

Acceptable Proof of Financial Resources (One of the Following):

- a. A current personal bank statement or a letter from the applicant's bank showing that he/she has sufficient funds to pay for school, housing, food, and any incidental expenses during his/her stay in the U.S.A.; **OR**
- b. Current financial evidence such as tax return, pay stubs, rental or any other income that will allow the student to support him/herself in the U.S.A.; **OR**
- c. A letter/affidavit of support from the student's sponsor (parents, a relative, an employer, etc.) stating they will be responsible for the student's expenses during his/her stay in the U.S.A., **AND** a bank statement (or bank

letter) verifying the sponsor's financial ability to meet the student's expenses. In the sponsorship letter, it should be clearly stated that the sponsor will cover all school and living expenses during the student's stay.

Notes:

- As the student will need to present the same financial documentation to the U.S. Embassy or U.S. Consulate in his/her home country, CCLS New Jersey suggests that students only send us copies of the above-listed financial documentation, and have the originals to present to the U.S. Embassy or U.S. Consulate.
- If the sponsor is a permanent resident or citizen of the U.S.A., he/she should fill out Form I-134 at <https://www.usimmigration.us/immigration-forms/affidavit-of-support-i-134/>. Otherwise, a notarized letter stating intent will suffice.
- The current wait times for scheduling and processing F-1 visas can be found at <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wait-times.html>
 - This information will help the student plan accordingly and gather the required documentation before the program start date.
- Students applying for an F-1 visa need to pay the I-901 SEVIS fee prior to their interview at the U.S. Embassy or U.S. Consulate. The fee may be paid online at: <http://www.fmjfee.com/i901fee/index.html>.
 - CCLS may process the I-901 fee payment on behalf of the applicant upon request. There is no additional fee for this service.
- CCLS will NOT return any documentation or forms sent to the school for the processing of the I-20 form.

F-1 (STUDENT) VISA APPLICATION AND INTERVIEW

The applicant should gather the following documentation in preparation to apply for an F-1 visa*:

- A passport (valid for your stay in the U.S. plus 6 months)
 - A valid passport for each dependent, if applicable.
- Form I-20 issued by CCLS, dated, and signed by the applicant.
- CCLS's letter of acceptance
- I-901 (SEVIS) fee receipt**
- Evidence that the applicant/sponsor has the necessary financial resources to pay for the student's studies and personal expenses while in the U.S., as well as the expenses incurred by dependents, if applicable.

The application for the F-1 visa (Form DS-160) can be found at <https://ceac.state.gov/genniv/>

- Fill out the application and upload the required documentation.
- Pay the visa processing fee.
 - Additional fees are required if you have dependents.
- Schedule an interview with the U.S. Embassy or U.S. Consulate in your home country, and if applicable, make an appointment to collect biometrics.

Notes:

- *The F-1 visa is a non-immigrant visa, which means that F-1 visa holders cannot work legally in the U.S.
- **The I-901 payment can only be made after the I-20 has been issued by CCLS New Jersey.

The applicant should be prepared to present the documentation above to the consular officer along with:

- A receipt for the payment of visa processing fees, including any applicable dependents.
- Evidence that the applicant will return to his/her country of origin upon completion of his/her studies in the U.S.

- Evidence that the applicant is financially stable and has no interest in immigrating to the U.S.

Once you arrive in the U.S., the port-of-entry officers may request that you show evidence that you intend to return to your home country. Evidence of intent may be (for example):

- a letter from your current or a prospective employer supporting your studies in the U.S. and guaranteeing your position upon return from the U.S.
- proof that your family (spouse and children) will remain in your home country.
- documents showing ownership of assets or family business in your country of origin.
- evidence that you are financially stable and have no interest in immigrating to the U.S.

Note: Students on an F-1 visa are not permitted to enter the United States earlier than 30 days before the start date of their program (as indicated on the I-20). If you fail to report to the school within 30 days of your arrival in the country, you will be considered a no-show and will be reported to USCIS, which may result in the cancellation of your visa.

PART-TIME STUDENTS (NOT APPLICABLE TO F-1 STUDENTS)

CCLS NJ welcomes adults and young adults who are at least 16 years of age. To become a student at CCLS NJ, a prospective student must:

1. Complete an [Application for Admission](#) form on-line.
2. Pay the non-refundable application fee.
3. Upload a copy of a photo ID.
4. Pay for books and tuition.

Prospective students who possess some level of fluency in the target language can take a placement test free of charge to determine the best entry point into the program, in accordance with our **Student Placement Policy**. After completing the four steps listed above, the student is considered enrolled and may join a class in accordance with our **Class Joining Policy**. For information on refunds and cancellation, please refer to our **Enrollment and Refund Policy**.

Note: Part-time programs are not eligible for F-1 visa holders.