UTEP
PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY

English Language Institute

101 W Robinson Ave
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El Paso, Texas 79968

Phone: **915-747-8474**
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APPLICATION CHECKLIST

In order to complete your application to ELI, you must submit all the necessary documents listed below either digitally or in person directly to the ELI Program Manager.

All applicants must submit:

Application Form. Please check the Resources section for the application form.
Passport Copy. A clear photocopy of your current passport (with your picture, name, and birth date visible)

Bacterial Meningitis Vaccination. Evidence of vaccination against Bacterial Meningitis if you are under 22 years old.

Student Health Insurance. All students must have a comprehensive health insurance plan. The plan must meet standards required by the United States Department of State regulations. Please review the Student Health Insurance requirements in the Resources section.

Minors. Students under 17 are classified as minors and require their parents' consent to enroll.

Application Fee Payment. An application fee of USD $150 (non-refundable) must be paid before your application is processed. You may pay the USD $150 application fee online at ppp.utep.edu or by calling 1+(915) 747-8474. If you prefer to send a check, please mail it to the address stated above and make it payable to UTEP. Note: Do NOT send cash.

International and Transfer students requiring an I-20 (F-1 visa)

Financial Certification. All international students requiring an I-20 must submit a current (not more than 2 months old) financial certification from a bank or sponsoring agency. However, if you intend to study for less than a year, please contact the ELI Program Manager for funding requirements.

Financial certification must be in English and include:

Name of account holder
Type of account: Savings or Checking
Name, address, and telephone number of institution
Bank certification stating that funds can be withdrawn immediately
Current balance: USD $22,280 (for students planning on staying one year)
Sponsor Letter (if applicable). If the bank statement mentioned in #6 is not in the student's name, the account holder must complete the sponsor letter. If more than one person is sponsoring the student, separate sponsor letters and separate original financial statements must be submitted.

Please check the Resources section for the sponsor letter.

_____ **Housing and Living sponsorship (if applicable).** If a U. S. citizen or U.S. permanent resident is sponsoring the student with room and board, the student will need to show a financial certification from a bank or sponsoring agency for only USD $4,800.

_____ **Accompanying Family members (if applicable).** If the student is going to be accompanied by family members (wife/husband and/or children), then the following documents must also be submitted:
  • A financial certification with a current balance of USD $4,270 for each family member in addition to the amount mentioned above
  • A photocopy of their passports (page with picture, name, and birth date)
  • Legal proof of relationship (marriage certificate and/or birth certificates)

Transfer Students ONLY:
If you are a transfer student, you will also need to provide:

_____ A copy of your current Visa

_____ A copy of the I-94

_____ A copy of the current I-20

_____ A transfer-in to UTEP form completed by the previous school please review the transfer-in form in the Resources section).

What happens next?
1. All international (F-1 visa) and transfer students will receive an email from the Program Manager on the collection of their I-20 in about 10 to 14 days after the receipt of all required documents.

2. All other students will receive a confirmation email on their acceptance to the program in about 3 to 5 days after the submission of all the required documents.

Enrollment to the English Language Institute is unconditional and does not guarantee admission to UTEP degree programs.

More information, as well as a copy of the documents mentioned here can be found at:

ppp.utep.edu/eli