# English Language Institute – Application Process Timeline

The completion of the entire ELI application process might take between 27 to 35 days.† Please keep this in mind when planning ahead for registration.

## TIMELINE:

<table>
<thead>
<tr>
<th>Start</th>
<th>2 Days*</th>
<th>10 Business-Days*</th>
<th>14 Days*</th>
<th>16 to 21 Days*</th>
<th>23 to 27 Days*</th>
<th>End of process 27 to 35 Days from start date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI <a href="mailto:p3lang@utep.edu">p3lang@utep.edu</a></td>
<td>Program Manager</td>
<td>OIP Program Manager</td>
<td>Student</td>
<td>Student</td>
<td>Student</td>
<td>Student</td>
</tr>
</tbody>
</table>

### Actions by new students (who do not need an F1 visa):
- Submission of all required documents and payment of registration fee by deadline date.

### Actions by new international students:*
- Submission of all required documents and payment of registration fee by deadline date.

### Actions by transfer students:
- Submisson of all required documents - Application form - I-20 - I-94 - Visa - Transfer form from current school

### Program Manager
- Program Manager will submit documents to Office of International Programs (OIP).
- 1. OIP issues I-20 and sends the form via email to student.
- 2. PM emails student the welcome letter that provides information for the next step.
- 3. Once payment has been made, student will create an account at https://ais.usvisa-info.com/es-mx/niv/users/sign_in and will be able to make the payment and choose the date for the visa interview appointment.
- 4. Pick the date carefully. If student fails to attend the interview there might be delays. Bring required documents.

### OIP Program Manager
- 3. Then pay the visa application fee at https://www.ustraveldocs.com/
- 4. I-20 (original)
- 5. Passport (original)

### Student
- 1. Collect the passport with F-1 visa.
- 2. Make travel arrangements to arrive for Placement Test.

### Actions by new international students:
- 1. OIP issues I-20 and sends the form via email to student.
- 2. PM emails student the welcome letter that provides information for the next step.

### Actions by transfer students:
- 1. Collect the passport with F-1 visa.
- 2. Make travel arrangements to arrive for Placement Test.

† Future international participants, please contact the English Language Institute at p3lang@utep.edu or 915-747-5142 for details on enrollment and F-1 student visa matters.

If you need to change your start date, please inform the ELI Program Manager as soon as possible.