# ELI Application Process

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:gparthiban@utep.edu">gparthiban@utep.edu</a></td>
<td>Program Manager (PM)</td>
<td>OIP PM</td>
<td>Student</td>
<td>Student</td>
<td>Student</td>
<td>Student</td>
</tr>
</tbody>
</table>

## Actions by new international students:

1. Program Manager will submit documents to Office of International Programs (OIP).
2. PM emails student to contact, students can use [https://study.eshipglobal.com](https://study.eshipglobal.com) or collect personally their documents.
3. OIP issues I-20.
4. 1. Receive I-20. 2. Pay SEVIS fee at [http://www.fmjfee.com/i901fee/](http://www.fmjfee.com/i901fee/) 3. Then pay the visa application fee at [www.ustravel.docs.com](http://www.ustravel.docs.com) 4. Once payment has been made, student will be prompted to make a visa interview appointment. 5. Pick the date carefully. If student fails to attend the interview, there might be delays. Bring required documents.
5. 1. Collect the passport with F-1 visa. 2. Make travel arrangements to arrive for Placement Test.

## Actions by new students (who do not need an F1 visa):

1. Submission of all required documents and payment of registration fee by deadline date.
2. Program Manager (PM) will send a “Transfer in” form to student. Student needs to complete it and submit it back to Program Manager.
3. Receive I-20 and make travel arrangements to attend Placement Test.

## Actions by transfer students:

1. Submission of all required documents:
   - Application form
   - I-20
   - I-94
   - Visa
   - Transfer form from current school
2. Program Manager will send a “Transfer in” form to student.
3. Student needs to complete it and submit it back to Program Manager.
4. Receive I-20 and make travel arrangements to attend Placement Test.

## If you need to change your start date please inform PM (Program Manager) as soon as possible.

**PM**- Program Manager  **OIP**- Office of International Programs  **ELI**- English Language Institute  
* Approximate duration each step takes in order to be completed.