## 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:p3lang@utep.edu">p3lang@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:*  
- Submission of all required documents and payment of registration fee by deadline date.
- Program Manager will submit documents to Office of International Programs (OIP).
- 1. OIP issues I-20.
- 2. PM emails student to contact,
- 3. Students can use [https://study.eshipglobal.com](https://study.eshipglobal.com) or collect personally their documents.
- 3. Then pay the visa application fee at [www.ustravel.docx.com](http://www.ustravel.docx.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.
- 1. Bring the necessary documents to the interview:
  - SEVIS Fee Receipt
  - Visa Receipt
  - Passport (ORIGINAL)
  - I-20 (ORIGINAL)
- 1. Collect the passport with F-1 visa.
- 2. Make travel arrangements to arrive for Placement Test.

### Actions by transfer students:
- Submission of all required documents
  - Application form
  - I-20
  - I-94
  - Visa
  - Transfer form from current school
- Program Manager will send a “Transfer in” form to student.
- Student needs to complete it and submit it back to Program Manager.
- Receive I-20 and make travel arrangements to attend Placement Test.
- Arrive at UTEP for Placement Test.

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

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

†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.