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:

	Start	2 Days*	10 Business-Days*	14 Days*	16 to 21 Days*	23 to 27 Days*	End of process 27 to 35 Days from start date
	ELI p3lang@utep.edu	Program Manager	OIP Program Manager	Student	Student	Student	Student
Actions by new students (who do not need an F1 visa):	Submission of all required documents and payment of registration fee by deadline date.						Arrive at UTEP for Placement Test and Orientation at ELI.
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 and sends the form via email to student. 2. PM emails student the welcome letter that provides information for the next step.	1. Receive I-20. 2. Pay SEVIS fee at https://www.fmjfee.com/i901fee/index.html 3. Then pay the visa application fee at https://www.ustraveldocs.com/ 4. 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. 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.	Arrive at UTEP for Placement Test and Orientation at ELI.

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† 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.

Actions by transfer students:	Submisson 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.

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