



School of Language, Education, and Culture
English Language Institute

English Language Institute
HMB E253
800 Florida Avenue N.E.
Washington, D.C. 20002-3695

Fax: 202-448-6954
Telephone: 202-651-5721
Email: eli.office@gallaudet.edu
Web site: <http://www.gallaudet.edu/eli>

Third Step in Becoming an ELI Student
Instructions
Academic Year 2022-2023

Dear ELI Applicant,

Congratulations on completing the screening tests and interview step of the ELI application process.

To save you time, we have included all the instructions you will need in this enclosed document for completing the financial qualifications step. As you collect and complete the required documents, mail them to:

Gallaudet University
English Language Institute, HMB E253
800 Florida Avenue NE
Washington, DC 20002-3695 USA

If you have any questions about the ELI forms, please email us at eli.office@gallaudet.edu, call us at (202) 651-5721, or fax us at (202) 448-6954.

Regards,
Dr. Helen Thumann, Director
School of Language, Education, and Culture



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➤ ELI Application Process – Financial Qualifications

If the academic qualifications in your ELI application, the screening tests, and the sign language interview are satisfactory, then your financial qualifications will be reviewed. Academic, screening, and financial approvals need to be secured in order to gain admission to the English Language Institute.

➤ Checklist of Required Documents

The ELI forms and instructions may be downloaded from the ELI web site:

<http://www.gallaudet.edu/english-language-institute/eli-admissions/apply-to-the-eli>

1. **Documentation of Financial Sources Form:** Please see further instructions under the Documentation of Financial Sources subheading;
2. **Certification of Finances:** Please see further instructions under the Certification of Finances subheading;
3. **Advance Payment Form:** The person responsible for payments needs to fill out this form;
4. **Grace Period Form:** The financial sponsor or the student must fill out this form;

➤ Sending ELI Forms

Mail the completed forms to:

Gallaudet University
English Language Institute, HMB E253
800 Florida Avenue NE
Washington DC 20002-3695 USA

After the ELI receives your ELI documents, they will be reviewed to see if the ELI forms are complete. If there are any missing documents, you will be informed via email.

➤ Financial Aid

The ELI does not provide financial aid to students. Also, Gallaudet University provides no scholarships or financial aid to ELI students. Applicants are encouraged to seek support from family and organizations in their home countries.



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➤ Documentation of Financial Sources Form

Please indicate your source(s) of funds for school on the Documentation of Financial Sources Form and provide supporting financial documents. In most cases, applicants need to show financial evidence of an ability to pay for two semesters. This form is required for all applicants. Applicants are advised that they should have additional funds to continue their studies past the first academic year.

➤ Certification of Finances Form

Please fill out the Certification of Finances Form. This form is required for all applicants.

If you have a financial sponsor for your schooling, please submit the following documents. If you are supporting yourself, please submit your own bank statements and bank letter accordingly.

1. Sponsor's Affidavit of Annual Cash Support: Your financial sponsor will need to submit this form. This form cannot be more than three months old.
 - a. For international applicants, there should be at least **\$41,000** USD filled in on it.
 - b. For domestic applicants, there should be at least **\$32,000** USD filled in on it.
2. Bank statements: bank statements (60 days' worth) need to be submitted by your financial sponsor. These bank statements cannot be more than three months old.
3. Bank letter: A bank letter on the bank's letterhead confirming the financial sponsor's bank account balance in English and US dollars needs to be submitted. This bank letter cannot be more than three months old.

If applicable, copies of certificates of deposits, mutual, stock, or bond funds need to be submitted.

If your indicated sources of funds require an official letter according to the Documentation of Financial Sources Table in the respective application, please submit the original official letter. The official letter should have an explicitly stated amount that the applicant will receive and the range of dates that it is effective for.



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➤ **Office of International Affairs**

For International Applicants Only:

The Office of International Affairs (IA) is authorized to issue I-20 or DS-2019 forms for financially and academically qualified international applicants. These forms can be used to apply for F-1 or J-1 student visas, respectively.

The U.S. Citizenship and Immigration Services (USCIS) regulations require all international applicants to provide evidence of adequate financial support before they may obtain an I-20 Form/DS-2019.

To demonstrate that you have adequate financial support, you must complete and send the Certification of Finances form and original, official documents that show you have sufficient funds to pay at least the fixed costs of one academic year.

Listed below are the estimated fixed costs for international students in the English Language Institute at Gallaudet University. This chart is not a quote. Dorm charges may be higher than indicated below.

Estimated University Costs for Academic Year 2022-2023 (August 2022 - May 2023)	
Tuition Fee	\$18,340.00
Health Insurance Fee	\$4402.00
Health Service Fee	\$500.00
ELI Student Orientation Fee	\$400.00
Student Activities Fee	\$300.00
Technology Fee	\$400.00
Room	\$8938.00
Board	\$6,960.00
Books & Supplies	\$500.00
TOTAL (one academic year)	\$40,740.00

(Amounts in the chart subject to change without notice, please round up for financial evidence)

Estimated Additional Costs: You should plan to have at least \$5,000 for personal expenses each academic year. If you plan to stay at Gallaudet through the winter and summer vacation periods, you will need an additional \$5,000. If your family will stay with you while you are a student, plan an additional \$8,000 for your spouse and \$5,000 for each child.

Documentation of Financial Support: Listed below are the sources of support you can use to demonstrate adequate financial support. The total amount of funds shown in these supporting



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documents must equal or exceed the fixed costs for one academic year in your chosen program (see table above). **You must obtain two original, official copies of each supporting document.** Add one copy of each document to this Certification of Finances Form and send it to International Student and Scholar Services at Gallaudet University. When your documents are received and approved, International Student and Scholar Services will send you a completed Form I-20 or DS-2019. You will take the Form I-20 or DS-2019 AND your second official copy of the supporting documents to the American Embassy or Consulate to apply for your student visa. Canadian students do not need a student visa.

Gallaudet University reserves the right to require advance payment of one full academic year's costs before issuing a Form I-20. This payment will be held in trust by Student Financial Services and applied to the student's account when the student officially enrolls. If the student is unable to enroll due to a visa denial or to other reasons, the money will be refunded upon written request.

To receive an I-20 or DS-2019 form from Gallaudet University, international applicants must complete the following forms/documents and submit them with the ELI application.

- Documentation of Financial Sources Form;
- Certification of Finances Form;
- Supporting financial documentation;
- International Advance Payment Form;
- Grace Period Form;

Please note that in order to obtain an F-1 or J-1 visa, you must first submit all required ELI application documents from the application packet. International ELI applicants with evidence of adequate financial support will usually qualify for I-20 forms that are used to apply for an F-1 student visa, but there are some cases where an international ELI applicant will qualify for a DS-2019 form that is used to apply for a J-1 student visa.

After the ELI receives and approves the required documents, Gallaudet University will send you an I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student form or a DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status form. Then you will take the I-20 or DS-2019 and copies of your acceptance letter, financial documents, and passport to an American Embassy or Consulate to request your visa. We highly recommend that you check with the United States Embassy or Consulate in your country as to the proper visa procedures.

If you already have an F-1 or J-1 visa at the time you are submitting your ELI application, then a copy of your visa, I-20 (both sides) or DS-2019 form (both sides), I-94 form/card (both sides), your passport page with your picture and date of birth on it, and your visa stamp in your passport need to be mailed with the ELI application. You must have a valid J-1 or F-1 student visa before you may begin study at the ELI. Students with B-1 visitor visas may not enter the ELI or register for courses.



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Please note that Canadian applicants and those who are U.S. citizens or resident aliens do not need to obtain a visa.

For Canadian Applicants Only: Canadian applicants are required to obtain a Canadian passport to facilitate entry into and exit from the United States. At the border between Canada and the United States, a Canadian student is expected to show to the immigration and border control officer his or her letter of admission and Form I-20 or DS-2019 in order to get Form I-94.

For those Canadian applicants going through the OSAP, BC, Alberta, and other vocational rehabilitation (VR) systems, there is a typical sequence that an applicant needs to go through to secure an ELI acceptance letter and an I-20 form or a DS-2019 form.

1. The academic qualifications step and the screening step of the ELI application process need to be completed.
2. The Documentation of Sources also needs to be filled out with a checkmark on the “OSAP / Canada Students Loan / VR / Others (Canadian Applicants Only)” row.
3. The ELI application needs to be submitted to the ELI with a request for a conditional acceptance letter.
4. Once the applicant has been approved for a conditional acceptance letter, then the letter can be used to apply for funding through the VR agency.
5. When the funds have been approved for the applicant, an official VR confirmation letter needs to be sent to the ELI in order to complete the ELI application process.
6. The ELI forms will be reviewed for completeness by the ELI administration.
7. If the ELI forms are complete, then certain papers from the applicant’s file are reviewed by International Student & Scholar Services (ISSS) at the Office of International Affairs to see if the applicant qualifies for an I-20 form or a DS-2019 form.
8. If ISSS approves the applicant, then the ELI is informed and collects the I-20 form or the DS-2019 form.
9. A full ELI acceptance letter and the I-20 form or the DS-2019 form will be mailed to the new student.



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➤ International or Domestic Advance Payment Form

If you have a financial sponsor for your schooling, please have the financial sponsor submit the International or Domestic Advance Payment Form on your behalf. If you are supporting yourself, please submit your own International or Domestic Advance Payment Form. Please note that you are responsible for notifying your financial sponsor about the Financial Policy below (if applicable).

➤ Financial Policy

All students at the English Language Institute are required to submit an advance payment or an official letter of financial support for each semester by the respective deadline (see below). The advance payment or official letter of financial support will clear the financial hold on his or her student account. If there is still a financial hold on the student account after the applicable deadline has passed, the student will not be allowed to register for classes.

International Students:

If the student is an international student and has missed the deadline, he or she may lose F-1 or J-1 status and may be required to return to his or her country immediately. If a student decides not to continue his or her studies at Gallaudet University, he or she should see the International Student Advisor in the Office of International Affairs.

If a student misses the deadline, we are not liable for the consequences that may result. It is recommended that students bring enough funds with them to cover Gallaudet University charges even if they have financial support from an outside agency.

For ELI students that have on campus housing and financial support for tuition from an outside agency, the room and board fees need to be deposited in advance.

Deadline for New Students: The advance payment deadline for a new student that will attend ELI Student Orientation (ESO) is Arrival Day.

Deadline for Returning Students: The advance payment deadline for a returning student is the deadline for business registration. The deadline for business registration is at the beginning of the semester.

Please contact us at eli.office@gallaudet.edu if you have questions about this policy.



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The Financial Policy can be found on this ELI website link below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/costs-dorms-and-meals>

Deadlines for business registration are posted in the Gallaudet University academic calendars.

<http://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar>

The ELI academic calendar can also be found in this link below on the ELI website:

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-schedule>

➤ Any Questions?

If you have any questions about the ELI form instructions, please feel free to send an email to us at eli.office@gallaudet.edu.

The ELI FAQ webpage may also have some answers to some other questions you may have. The link is below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/eli-faq>