



School of Language, Education, and Culture
English Language Institute

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

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

Third Step in Becoming a Domestic ELI Student

Dear ELI Applicant,

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

During the ELI application process, you would need to complete the financial qualifications step. The ELI financial documents below need to be completed and mailed to the following address:

**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 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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Guide to the Certification of Finances Form

Student's Sources of Funds/Required Documents

An English Language Institute policy requires all domestic applicants to provide evidence of adequate financial support before they may obtain an acceptance letter.

Directions: To demonstrate that you have adequate financial support, you must complete and send the Documentation of Financial Sources Form and the Certification of Finances Form below and original, official documents that **show you have sufficient funds to pay at least the fixed/estimated costs of one academic year.**

In the link below, please check the fixed/estimated costs for domestic students in the English Language Institute (ELI) at Gallaudet University.

https://storage.googleapis.com/gal-uploads/1/2022/03/ELI_22-23_Tuition_and_Fee.pdf

If the link above does not work for any reason, you may find the tuition and fee schedules that Gallaudet University provides in this link below.

<https://www.gallaudet.edu/finance/student-financial-services/tuition-and-fees/>

If you plan to live on campus in one of the dormitories, the room rates can be found in this link below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/room-rates/>

The estimated cost of living on campus for one academic year must be included as part of the total fixed / estimated costs for the purposes of providing financial evidence for your ELI application.

Disclaimer: This information is provided as a guide only and is not considered a contract or binding on the University. The University reserves the right to change tuition costs, fees, and other charges at any time without notice.



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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.

Summer School: Gallaudet offers additional courses during Summer School (May-August). Most academic programs do not require students to take Summer School courses. Summer School courses require additional tuition and fees. Consult the Student Accounts office for a list of these additional charges.

For Domestic Students - Documentation of Financial Support: Listed in the Documentation of Sources form below are the sources of support you can use to demonstrate adequate financial support.

The total amount of funds shown in these support documents must equal or exceed the fixed costs for one academic year in the ELI program.

Steps:

1. You must obtain original, official copies of each support document.
2. Add a copy of each document to this Certification of Finances Form and send it to the English Language Institute (ELI) at Gallaudet University.

Required for all Applicants: You **MUST** submit documents for each source of funds that you mark. Documents must be in English and bear a signature or be on letterhead from an official agency.

Note: These documents must be less than three months old when presented to Gallaudet University.



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1. Documentation of Financial Sources

Directions: Please mark your source(s) of funding for the duration of your program at Gallaudet University.

Sources	Required Documents
<input type="checkbox"/> An advance deposit for the fixed costs for one semester in the applicant’s student account at Gallaudet University	<ul style="list-style-type: none"> • Receipt from the Gallaudet University Finance Office for the advance deposit; • A Domestic Advance Payment Form completed for one semester and signed by the student;
<input type="checkbox"/> Student’s Personal Funds	<ul style="list-style-type: none"> • Bank statements for checking, savings and/or other accessible account (60 days); • Certificates of deposit: mutual, stock, or bond funds; • A Domestic Advance Payment Form completed and signed by the student;
<input type="checkbox"/> Support Available From Family	<ul style="list-style-type: none"> • Complete the Sponsor Affidavit in this application; • Bank statements for checking and /or savings (60 days); • Certificates of deposits, mutual, stock, or bond funds; • A Domestic Advance Payment Form completed and signed by the family member responsible for the student’s financial support;
<input type="checkbox"/> Support Available From Sponsors	<ul style="list-style-type: none"> • Complete the Sponsors Affidavit in this application; • Official letter from sponsor’s employer showing annual earnings; • A Domestic Advance Payment Form completed and signed by the financial sponsor;
<input type="checkbox"/> The Government	<ul style="list-style-type: none"> • Official Letter; • A Domestic Advance Payment Form completed and signed by the student;
<input type="checkbox"/> Charitable Organizations/School Scholarship	<ul style="list-style-type: none"> • Official Letter; • A Domestic Advance Payment Form completed and signed by the student;
<input type="checkbox"/> Vocational Rehabilitation (VR)	<ul style="list-style-type: none"> • Official Letter; • A Domestic Advance Payment Form completed and signed by the student;



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2. Certification of Finances

To Be Completed by the Applicant. Please Write or Print Clearly

NAME: _____
Last Name (Family Name) First Name Middle Name

GENDER: (Check one): Male Female DATE OF BIRTH: _____/_____/_____
(Month) (Day) (Year)

MAILING ADDRESS: _____

Street

City

State Zip or Postal Code Country

E-MAIL ADDRESS: _____


COUNTRY OF BIRTH: _____ COUNTRY OF CITIZENSHIP: _____

PHONE #: (_____) _____ FAX #: (_____) _____

Applicant Certification

I hereby certify that the total amount of money that I have available for my first academic year at Gallaudet University is US\$_____. Further, I certify that the information I am providing is correct and complete, and that I will notify Gallaudet University of any changes in my financial circumstances.

Signature Date

**Add financial support documents
to this page with a paper clip** 



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Guide to Completing the Sponsor's Affidavit of Annual Cash Support Form

What is the implication of this affidavit?

By completing this affidavit, you (sponsor) are sworn to the United States government that you will support the student with a specific amount of money from your own financial resources for **each year** of the student's studies and residence at Gallaudet University in the United States of America. Please note that you also must add documents with proof to show that you are sworn to support that student every year.

By signing the affidavit, you are making a financial commitment to the student that you must not break. Sponsors who fail to provide the sworn support will force students to leave school. Do not expect that the student will be able to help support the costs through employment. Employment is very limited.

How to complete the enclosed Sponsor's Affidavit of Annual Cash Support Form:

- Fill out affidavit form in ENGLISH!
- Promise to give only as much money as you can afford. *The most common reason we reject affidavits is because we do not believe a sponsor can pay the amount of money he or she has promised.*
- Add proof of financial capability document(s) as explained below.

Proof of Financial Capability Documents:

You must prove that you are financially capable of supporting EACH YEAR of your student's studies by adding a proof of income document and bank statements. (If one of these documents is not added, your support will not be considered).

- **Proof of Income Document.** This must be on your employer's business stationary, on income tax returns, or receipts, or estimates by a bank with a private account if you are self-employed. The income of your company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must be on tax returns.
- **Bank Statements** must be in your name and your statement must state the following information: date when your account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of \$100,000 US. If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a statement permitting those funds to be considered as financial support for the student.
- **A Bank Letter** must be submitted with the account balance on the letterhead of the bank where the banking account mentioned above is located. The bank letter must be in English and must specify the balance in US dollars.

Documents must be:

- **Current (less than three months old)**
- In English



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3. Sponsor’s Affidavit of Annual Cash Support Form

Directions: Please read the Guide to the Documentation of Financial Sources above to determine if this form needs to be completed. Please read the Guide to Completing the Sponsor's Affidavit of Annual Cash Support in order to fill out this form correctly. It is recommended to fill in an amount greater than **\$32,000 USD** in order to financially qualify.

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, *promise that I can and will give no less*
My Name

*than U.S. \$ _____ in cash **FOR EVERY YEAR** of the student’s program of study at*

Gallaudet University to: _____
Full Name of Student

My relationship to the student is _____.
Parent, Spouse, Brother/Sister, Government Sponsor, Other

My address is _____

Phone: _____ Fax: _____

Email: _____

The following persons are fully or partially dependent upon me for their support (do not include the student named above):

Name Relationship to me Age

Name Relationship to me Age

Name of My Employer: _____

Annual Salary: _____ (US\$) Other Income: _____ (US\$)

My proof of income document and bank statement are added: Yes No

Signature Date



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4. Domestic Advance Payment Form

Print Applicant Name: _____

Directions: The student or the financial sponsor of the student must fill out and sign this Domestic Advance Payment Form.

My relationship to the applicant is _____.
Self, Spouse, Mother, Father, Brother, Sister, or Other Financial Sponsor

I understand that if I do not provide an advance payment for each semester by the deadline for business registration, the student cannot register for any classes at Gallaudet University.

The advance payment deadline for a new student that will attend ELI Student Orientation (ESO) is Arrival Day for new ELI students. Please check the ELI website (<https://www.gallaudet.edu/english-language-institute/eli-academics/eli-schedule>) for the dates. The advance payment deadline for a returning student is the deadline for business registration. Please check the Gallaudet University undergraduate academic calendar (<https://www.gallaudet.edu/registrar/academic-calendars>) for the dates.

During the semester, the student may incur additional charges. When this happens, the balance due must be paid off by the final balance due deadlines listed on the undergraduate academic calendar on the Gallaudet University website.

I also understand that the student is ultimately responsible for paying the balances due to Gallaudet University.

Signature

Date



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5. Grace Period Form

Print Applicant Name: _____

Below is important information for the student and his/her family or financial sponsor about grace periods.

If a student on the first day of classes has not been able to complete business registration, the student cannot stay on campus and must return home within a reasonable amount of time (e.g. less than a week). The family is expected to be prepared to purchase a return flight ticket or provide other transportation for the student.

As a student, I understand that it is my responsibility to pay off debts due to Gallaudet University on a timely basis. If a final balance due deadline has passed and I still have an outstanding balance or I cannot complete business registration before the current semester's deadline, I understand that I cannot stay on campus as a student. I understand this policy and agree to abide by it.

Signature of Student

Date

Bank Transfer Option: After the ELI application has been submitted, then if you wish to do a bank transfer/money wire, please send an email to eli.office@gallaudet.edu to obtain information on how to make an advance payment via a bank transfer.

Witness (Signature Required):

Please write or print your name clearly: _____

My relationship to the applicant is _____
Spouse, Mother, Father, Brother, Sister, or Other Financial Sponsor

Signature of Spouse, Mother, Father, Brother, Sister, or Other Financial Sponsor

Date