

INSTRUCTIONS TO APPLY TO PALS

F-1 STUDENT VISA: To apply for an I-20

SUBMIT:

- A. P.A.L.S. Application Form
- B. Minimum Requirement – Copy of high school diploma, GED **OR** college diploma and/or transcript.
- C. Copy of the passport page with student’s name and date of birth.
- D. Affidavit of Support and supporting financial documents:
 - Original** Bank Letter on bank stationary OR
 - Original** bank statements **in English** no more than 6 months old showing a minimum balance of **\$13,540.00* for 4 month visa**
 - (See Supporting Evidence Page [Page 9] for more details)**
- E. Application Fee (Non-Refundable): \$100.00
- F. University SEVIS Fee (Non-Refundable): \$150.00
- G. Express Mailing fee of \$75.00 (**Only applicable if mailing documents overseas**)
- H. Copy of Marriage Certificate (**Only applicable** if you have a Spouse on F-2 Visa)
- I. Copy of Passport page for all dependents (**Only applicable for F-2 dependents**)

It will take 7 - 10 business days to process the I-20

COSTS:

Application Fee		\$100.00	
Placement Exam Fee		\$150.00	
Rutgers University		\$150.00	
Computer Lab/Tech Fees		\$75.00	
Textbooks		TBD	
SEVIS Fee (F-1 students only)		150.00	
Student School ID Fee		\$20.00	
International Express Mailing Fee		\$75.00	
-			
		<u>FALL/SPRING</u>	<u>SUMMER</u>
		<u>(7 WEEKS)</u>	<u>(10 WEEKS)</u>
Full Time:	21 hours per week (including one 3-hours required elective)	\$1,975.00	\$2,962.00
	21 hours per week - Advanced Academic Program	\$1,975.00	\$2,962.00
	24 hours per week (including two 3-hours electives)	\$2,360.00	\$3,540.00
	24 hours per week - TOEFL Preparation Program	\$2,360.00	\$3,540.00
	24 hours per week - IELTS Preparation Program	\$4,720.00	\$3,540.00
Part Time	18 hours per week	Discounted \$600 \$1,810.00	\$2,710.00
	15 hours per week	Discounted \$400 \$1,725.00	\$2,587.00
	12 hours per week	Discounted \$200 \$1,440.00	\$2,160.00
	9 hours per week	Discounted \$100 \$1,105.00	\$1,657.00
	6 hours per week	\$ 770.00	\$1,155.00
	3 hours per week	\$ 385.00	\$ 575.00
	TOEFL Workshop Course (6 hours)	\$ 770.00	\$1,155.00
	IELTS Workshop Course (6 hours)	\$ 770.00	\$1,155.00
	Introduction to TOEFL (3 hours)	\$ 385.00	\$ 575.00
	Introduction to IELTS (3 hours)	\$ 385.00	\$ 575.00

Rutgers Medical Insurance is required for F-1 students and dependents (See Page 11)

Note: Please retain your receipt of payment for income tax purposes.

METHOD OF PAYMENT:

1. All payments in U.S. dollars must be made payable to "**RUTGERS UNIVERSITY**"
2. Acceptable methods of payment: Credit Card, Check, Money Order, Cash or Bank Wire Transfer.

F-1 Application Check List

- I have completed and signed **ALL** pages of the PALS Application form

- I have provided a copy of **ONE** of the following documents
 1. High School Diploma or GED
 2. College Diploma or Transcript

- I have provided a copy of the passport page

- I have provided an **original** bank document in English on bank letterhead from my sponsor showing a **minimum** balance of \$ 13,540.00 OR an official sponsor letter from my sponsoring organization (**See page 9 for more details**)

- My sponsor has completed and signed the Affidavit of Support (**Page 8**)

- I have provided an employment letter from my sponsor – (*If currently employed*)

- I have submitted the **non-refundable** application fee of \$100.00
(Make Checks OR Money orders payable to “Rutgers University”)

- I have submitted the **non-refundable** University SEVIS fee of \$150.00
(Make Checks OR Money orders payable to “Rutgers University”)

- I have submitted the **non-refundable** international mailing fee of \$75.00 (For local mailing fees within the United States, please submit a payment of \$30.00)

- I have submitted a copy of the marriage certificate in English for my spouse **IF** she/he accompanies me on an F-2 visa (**ONLY FOR F-2 Visa**)

- I have submitted a copy of the passport for all dependents that will accompany me to the USA on an F-2 visa (**ONLY APPLICABLE FOR F-2 Visa DEPENDENTS**)

SUBMIT ALL DOCUMENTS AND FEES TO:

PALS
Rutgers University – Newark
Conklin Hall, Room 226
175 University Avenue
Newark, NJ 07102-1814

CALENDAR: Please select the session you would like to attend

<u>SESSIONS</u>	<u>I-20 DEADLINE</u>	<u>PLACEMENT TEST</u>	<u>ORIENTATION</u>
FALL I Sept. 4 - Oct.22, 2018	___ Friday, August 03	Thursday, August 23	Thursday, August 30
FALL II Nov. 1 to Dec 21, 2018	___ Monday, October 01	Thursday, October 18	Thursday, October 25
SPR I Jan. 14 to March 4, 2019	___ - Friday, December 14	Thursday, January 03	Thursday, January 10
SPR II March 18 to May 3, 2019	___ Monday, February 18	Thursday, March 7	Thursday, March 14
SUM. May 28 to Aug 9, 2019	___ Friday, April 26	Thursday, May 09	Thursday, May 23

REGISTRATION: (F-1 students must take a minimum of 21 hours a week):

<u>STATUS</u>	<u>COURSES</u>	<u>Hours/Week</u>
<i>Choose ONE Only:</i>		
A. <input type="checkbox"/> Full Time 21 hours – 14 Weeks	<u>PALS INTENSIVE PROGRAM</u>	
	1. <input type="checkbox"/> Reading	3 Hours
	2. <input type="checkbox"/> Writing & Grammar	9 Hours
	3. <input type="checkbox"/> Listening & Speaking	6 Hours
B. <input type="checkbox"/> Full Time 24 hours – 14 Weeks	<u>ELECTIVES</u>	
C. <input type="checkbox"/> Advanced Academic Program 21 hours – 14 Weeks	1. <input type="checkbox"/> Novice Pronunciation	3 Hours
D. <input type="checkbox"/> IELTS Preparation Program 24 hours – 14 Weeks	2. <input type="checkbox"/> Study Skills	3 Hours
E. <input type="checkbox"/> TOEFL Preparation Program 24 hours – 14 Weeks	3. <input type="checkbox"/> Idioms	3 Hours
	4. <input type="checkbox"/> American Culture	3 Hours
	5. <input type="checkbox"/> IELTS or TOEFL Intro	3 Hours
	6. <input type="checkbox"/> IELTS or TOEFL Workshop	6 Hours

P.A.L.S. POLICIES & REGULATIONS

GRADING POLICY: P.A.L.S. uses the following grading system in our classes. In order for a student to successfully pass a course and move to the next level, it is recommended that a student earn a B or higher. However, students may proceed to the next level with a grade of C or higher. Any student receiving a D or F, must repeat the course. The grammar and writing courses are combined and therefore, you must receive a passing grade in **both** courses to be able to move up to the next level. If a student fails the grammar course but passes the writing course, the student **MUST** repeat both courses at the same level. Also, if a student fails the writing course but passes the grammar course, the student **MUST** repeat both courses at the same level.

A = 95-100	B = 83-86	C = 70-74
A- = 90-94	B- = 80-82	D = 60-69
B+ = 87-89	C+ = 75-79	F = 0-59

ATTENDANCE POLICY: P.A.L.S. students are expected to attend **all** scheduled classes. After the first two absences, one letter grade is deducted for each absence. Two late arrivals/early departures are equivalent to one absence. **After five absences**, the student is given an automatic F and must repeat the course.

Doctor and legal appointments should be scheduled outside of class time. Only *serious* medical emergencies will be considered as excused absences.

****F-1 students:** F-1 students must present written documentation in the form of a doctor's note, court document, or some such certified document.

ACADEMIC POLICIES:

1. Academic Probation

- Any student who fails to pass a course after 2 attempts is automatically placed on probation and must move down an academic level for that course.
- Any student who has more than 2 unexcused absences per class in 3 or more courses per session may be placed on academic probation.
- Any student who earns 3 or more failing grades (D or F) per session is automatically on academic probation

2. Academic Dismissal

- Once on probation for earning 3 or more failing grades, students have one additional session to improve their GPA; otherwise, they may be dismissed from the program.
- Any student on academic probation due to attendance who has more than 2 unexcused absences may be dismissed and may have their visa terminated.
- Any student who plagiarizes while on probation may be subject to dismissal.

PLAGIARISM POLICY: P.A.L.S. upholds all Rutgers University ethical standards related to academic integrity, including plagiarism. Students who are caught plagiarizing may be expelled from P.A.L.S. For Rutgers Policy on Academic Integrity, please see: <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/>

Initials _____

DISMISSAL POLICY: Students may also be dismissed from the Program in American Language Studies due to:

- Improper conduct, including, but not limited to: terrorist threats, physical violence, exceedingly and/or continuously disruptive behavior, and discriminatory remarks based on race, gender, religion, and sexual preference.

WITHDRAWALS: Written notification is the only official means of withdrawal from P.A.L.S. Students must notify the PALS Office in writing of the reason for withdrawal. The date the P.A.L.S. Office receives such written notice shall be considered the date of withdrawal. Students who stop attending class without officially withdrawing may earn an F and will not receive any refund. Students, who are on a student visa, may have their student visa records terminated.

FAILURE TO REPORT: A student who does not report for the P.A.L.S. session for which he/she has registered has 2 weeks following the start of the session to contact the P.A.L.S. Office to submit his/her written withdrawal from that session and has the opportunity to register with the same tuition immediately in the following session. After 2 weeks, the student has to register again and pay full tuition and the pertinent fees. If the student does not submit a written withdrawal and reserve the right to continue in the session immediately following, he/she will not receive any refund.

REFUNDS AND DEPOSITS: The application fee, University SEVIS fee, placement exam fee and mailing fees are non-refundable. Students who withdraw three business days prior to the first day of class will receive a full refund minus the non-refundable fees. Students, who **withdraw by DAY 5** of the 7-week session, will receive a refund of 50%, minus the non-refundable fees. Students who withdraw after **DAY 5** of the 7-week session will not receive any refund.

Transfer requests must be received in writing. Tuition cannot be transferred from one student to another.

STUDENT (F-1) VISA

Keep in mind that the I-20 does not automatically grant you the F-1 Visa. You MUST schedule an interview with the U.S. embassy in your home country to obtain the student visa. A student who does not report for a PALS session because he/she has been denied a student (F-1) visa has 2 weeks to notify the P.A.L.S. Office. If the student does not notify the office within 2 weeks of the start date on the I-20, the student has to apply again with payment of application and processing fees. Application and processing fees are non-refundable.

IMPORTANT INFORMATION FOR F-1 VISA HOLDERS / APPLICANTS:

1. You must attend classes FULL TIME.
2. You must study a minimum of 21 hours per week
3. All F-1 students, spouses and dependent children are required to purchase Rutgers student health insurance.

I have read and understand the above Academic Policies. I agree to adhere to all financial and academic regulations established by Rutgers University and Program in American Language Studies. I agree to adhere to the policies and procedures governing students, including, but not limited to, the University Code of Student Conduct, the Academic Integrity Policy, and all policies outlined in the RU-Newark Undergraduate Catalog: http://catalogs.rutgers.edu/generated/nwk-ug_0608/pg23578.html

I understand that decisions regarding visas and immigration status are made by the U.S. Government. I understand registration in the Program in American Language Studies (Newark Campus) does not imply acceptance into any other divisions of Rutgers, The State University of New Jersey.

Signature

Date

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AFFIDAVIT OF SPONSORSHIP

SECTION A: PARENTS / SPONSOR:

A friend or family member will support me during my studies at PALS

This is to confirm that I, _____, residing at
(PRINT Sponsor's Name)

_____, am
(Number & Street Address) (City) (State) (Zip Code) (Country)

assuming financial responsibility for the expenses of _____ while
(Student's Name)
s/he is enrolled at Program in American Language Studies (P.A.L.S.) at Rutgers University-Newark..

This will certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at Rutgers University and that I (we) are submitting official statements indicating the availability of these funds. I (we) further understand that I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student must be subject to dismissal for non-payment.

(Sponsor's Signature) (Date) (Relationship to
Student)

SECTION B: THE STUDENT WILL BE RESPONSIBLE FOR EXPENSES:

The student will support him/herself during his/her studies at PALS

This is to confirm that I, _____, residing at
(PRINT Student's Name)

_____, am
(Number & Street Address) (City) (State) (Zip Code) (Country)

financially able to pay for all expenses while I am a student at the P.A.L.S. in American Language Studies (P.A.L.S.) at Rutgers University-Newark.

This will certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statements may result in denial of admission, or cancellation of registration following enrollment. I also understand that dismissal for non-payment of tuition and fees will be in violation of my F-1 status.

Student Signature _____

Date _____
(Month/Date/Year)

SUPPORTING EVIDENCE

The sponsor must submit evidence of income and resources. All documents must be **originals** accompanied by an **official English translation** and amounts listed in **U.S. dollars (\$)**. All documents must be dated within **6 months** of the date of initial enrollment at P.A.L.S./ESL. P.A.L.S. has provided you with an estimate of annual education and living expenses. You must document financial support equal to or greater than this amount. This estimate is subject to change without notice and will usually increase each year. **(PHOTOCOPIES ARE NOT ACCEPTABLE.)**

SOURCES OF FUNDING AND REQUIRED DOCUMENTATION

A. Personal / Family Funding / Sponsor

- Letter on bank stationery from an officer of the bank or other financial institution in which you have deposits giving the following information about your account: **THIS MUST BE IN ENGLISH**
 1. Date account was established
 2. Present balance

AND if employed: Letter from your employer on business stationery, showing:

1. Date and nature of employment
2. Salary paid

B. Government or Employer Sponsorship

- Official, original letter with the name of the applicant, amount of support, and the beginning and ending dates.

EXAMPLES OF ACCEPTABLE DOCUMENT

- Original letter of current account form the financial institution on institution's letterhead/stationery. Faxes must be followed by original letter within 2 weeks.
- Original sponsor's statement of employment, on company letterhead, noting terms and salary.

EXAMPLES OF UNACCEPTABLE DOCUMENTATION

- Funds from an F-1 (international student) or J-1 (research scholar in the US)
- Funds from anticipated employment or assistance while a student
- Insurance policies or pension funds
- Real estate or other fixed assets
- Facsimile or photocopied financial documents
- Income tax forms, pay stubs, W2 forms

I-20 DELIVERY

After the I-20 is prepared, what do you want us to do with the I-20?

Mail I-20 directly to (Please provide \$75.00 International Mailing Fee):

Name _____

Address _____

City/State/Country/Postal Code _____

Telephone number in your country: * _____ Fax: _____

*You must give a complete telephone number for I-20 Delivery. Your I-20 will be sent by an air express carrier and charged to your account.

Do not mail I-20: It will be picked up by (Name) _____

Telephone number is _____

Pick Up I-20 at: Program in American Language Studies (P.A.L.S.), Conklin Hall - Room 226

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STUDENT MEDICAL INSURANCE

United Health Care Student Resource Plan (UHCSR): PPO

All F-1 P.A.L.S. students are required to purchase Rutgers Student Health Insurance. Insurance must also be purchased for all dependents (spouse and children) accompanying the student to the United States.

As of August 2017, the cost for student health insurance is: Rates are subject to change:

	Student Health Insurance Daily Rate	University Health Services Daily Rate	Total Daily Rate 2018-2019
PALS Student	\$ 5.75	\$1.86	\$ 7.61
Spouse	\$ 5.75	0.00	\$ 5.75
One Child	\$ 5.75	0.00	\$ 5.75
Two or More Children	\$ 11.50	0.00	\$ 11.50
Spouse + Two or More	\$17.25	0.00	\$17.25

Rutgers Student Health Insurance Fee Covers:

1. Rutgers University Student Health Insurance Plan serviced by United Health Care Student Resources (UHCSR)
 - a. Plan Covers Student Injury and Sickness
 - b. Dental and Vision are NOT included. Dental and Vision plans can be purchased separately.
2. Rutgers University – Access to University Health Services

The Student Health Insurance fee is charged every session including vacation periods. Dependents of F-1 holders are not qualified to use the Rutgers University Health Services/Center.

DATES OF COVERAGE: Rates may change:

		<u>Coverage Dates</u>	<u>Coverage Days</u>	<u>Price</u>
FALL	Session I	September 04, 2018 to October 31, 2018		\$404.01
	Session II	November 01, 2018 to January 13, 2019		\$562.64
SPRING	Session I	January 14, 2019 to March 17, 2019		\$445.95
	Session II	March 19, 2019 to May 27, 2019		\$592.74
SUMMER	Session I	May 28, 2019 to September 04, 2019		\$558.41*
ANNUAL		September 04, 2018 to September 04, 2019	365 Days	\$2,563.75*

*Price subject to change

Any questions about medical insurance and coverage, please contact the insurance manager:

Angela Logan
 Manager Student Insurance
 Rutgers University
 11 Bishop Place, New Brunswick, NJ 08901
 848.932.9053
 anglogan@echo.rutgers.edu

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HOUSING INFORMATION

Students must make their own arrangements for housing. This should be done **BEFORE** school begins. Listed below are some possibilities for you to consider. Please remember that **P.A.L.S. DOES NOT ARRANGE HOUSING. You must contact these places yourself.**

I. On-Campus Housing: Talbott Apartments and Woodward Hall

There is no guarantee that you will be given a room on campus. However, questions about housing, or to get an application for a room in the dormitories, should be directed to:

Office of Housing & Residence Life

Woodward Hall
91 Bleeker Street, 1st Floor
Newark, New Jersey 07102 USA

Telephone: (973) 353-1037

E-mail: reslife@newark.rutgers.edu

Fax: (973) 353-1032

Internet: <http://housing.newark.rutgers.edu>

IMPORTANT: *Be sure to tell them that you are a PALS student.*

II. Off-Campus Housing

If you want to live off-campus, you must come to Newark early to find a place to live. Good, inexpensive housing is not very easy to find. Apartments may be found through the newspaper ads, the campus bulletin boards, or the listings at the Rutgers-Newark Housing Office. (*See above*)

For short-term stay:

➤ **Hampton Inn & Suites Newark/Riverwalk**

100 Passaic Ave, Harrison, New Jersey 07029 USA

Telephone: (973) 483-1900 / Fax: (973) 483-1999

Website: <http://www.hamptoninnandsuitesnewark.com>

- Located less than 1.5 miles from Rutgers Campus!
- Complimentary hotel shuttle service from Newark Liberty International Airport, Penn Station, and Harrison PATH station.

➤ **YMWCA**

The Y is located three short blocks from Rutgers University. For room information visit their website

- <http://www.newarkymca.org/lodging.cfm>

YMWCA

600 Broad Street

Newark, New Jersey 07102 USA

Telephone: (973) 624-8900 ext. 6856 /

Email: info@newarkymca.org

Getting a suitable place to live requires planning and work before you begin studies. This will help make your stay in the U.S. a pleasant learning experience.

THERE IS NO PICKUP SERVICE FROM AIRPORTS BY RUTGERS

RUTGERS – NEWARK HOUSING RATES*

Rates

Rutgers University - Newark Housing Rate Information.

These are the room rates approved by the University Board of Governors for the 2017-2018 academic year.

Undergraduate Housing

Talbot Apartments 2017-2018

Double Room, Academic Contract* \$8,602.00

Single Room, Academic Contract* \$9,188.00

Woodward Hall 2017-2018

Double Room, Academic Year Contract* \$8,216.00

University Square 2017-2018

Double Room, Academic Year Contract* \$9,365.00

Single Room, Academic Year Contract* \$9,905.00

Family Housing 2017-2018

1 Bedroom Apartment \$1,114.00 per month-\$1,234.00 per month

Efficiency (studio) \$847.00 per month

PALS Program 2017-2018

7-Week Program Accommodation \$1,933.00

*Price subject to change.

For complete housing information and rates, please visit: <http://housing.newark.rutgers.edu>