



## **INSTRUCTIONS TO APPLY TO PALS**

### **TRANSFER STUDENT WITH F-1 VISA: To apply for transfer I-20 for 2020-2021**

#### **SUBMIT:**

- A. PALS Application and Policies and Procedures form.
- B. Copy of GED or equivalent, high school diploma, college transcript or diploma.
- C. Copy of passport page with student's photo, name and date of birth **AND** F-1 Visa Page.
- D. Copy of I-94 Record (<https://i94.cbp.dhs.gov>).
- E. Copy of current I-20 Form – Pages 1 and 3.
- F. International Student Advisor's Report completed by current or most recently attended school (Page 9).
- G. Affidavit of Support, Affidavit of Sponsorship, and supporting financial documents:  
**Original** Bank Letter on bank letterhead OR **Original** bank statements **in English** no more than **3 months** old showing a minimum balance of **\$13,302.44\* for a 4-5 month visa**  
- (See Supporting Evidence Page [Page 5] for more details)
- H. Application Fee (Non-Refundable): \$100.00
- I. University SEVIS Fee (Non-Refundable): \$250.00
- J. Express Mailing fee of \$85.00 (**Only applicable if mailing documents overseas**)
- K. Copy of Marriage Certificate (**Only applicable** if you have a Spouse on F-2 Visa)
- L. 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**



## **Your F-1 Application Check List**

- I have completed and signed ALL pages of the PALS Application and Policies and Procedures form
- I have provided a copy of ONE of the following documents
  1. GED or equivalent or High School Diploma **OR**
  2. College Transcript or Diploma
- I have provided a copy of the passport page **AND** Visa Page(s)
- I have submitted a copy of current I-94
- I have submitted a copy of pages 1 and 3 of the current I-20
- I have submitted the International Advisor’s Report completed by the International Student Advisor at current or most recent school (Page 9)
- I have completed the Affidavit of Support-International Student Financial Statement (Page 3)
- My sponsor has completed and signed the Affidavit of Sponsorship (Page 4)
- I have provided an original bank document on bank letterhead of my own or from my sponsor, in English, showing a minimum balance of \$13,302.44 USD **OR** an official sponsor letter from my sponsoring organization (See page 5 for more details) and, *if currently employed*, I have provided an employment letter from my sponsor.
- I have submitted the non-refundable application fee of \$100.00 (if by Check OR Money Order make payable to “Rutgers University”)
- I have submitted the non-refundable University SEVIS fee of \$250.00 (if by Check OR Money Order make payable to “Rutgers University”)
- I have submitted the non-refundable international mailing fee of \$85.00 (For local mailing fees within the United States, please submit a payment of \$40.00)
- 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

**PLEASE NOTE:** **Incomplete applications will not be accepted. We must receive ALL documents to process your application.**



PALS AFFIDAVIT OF SUPPORT
INTERNATIONAL STUDENT FINANCIAL STATEMENT

Federal immigration regulations require you to submit this statement explaining how your expenses will be covered while you are in the U.S.

REMEMBER: As an International Student on a non-immigrant (F-1) visa, employment is prohibited off campus. Employment is only allowed on-campus for F-1 status students.

- 1. Student's Name (Family Name, First Name, Middle Name)
2. Country of Citizenship
3. City & Country of Birth (City, Country)
4. Male [ ] Female [ ]
5. Date of Birth (Month/ Day/ Year)
6. I plan to come without dependents
7. My spouse and/or children (list below) will come with me and will apply for F-2 visas. [Please provide passport copies of all dependents who will accompany you to the USA]

Table with 5 columns: Family Name, First Name; Date of Birth; Country of Birth; Country of Citizenship; Relationship to the F-1 Student

Table with 3 columns: ESTIMATED EXPENSES (2020-2021), One Academic Year (3 Semesters), 1 Semester (1 Semester). Rows include TUITION & FEES, HOUSING/LIVING, BOOKS & SUPPLIES, RUTGERS MEDICAL INSURANCE, and TOTAL.

Estimated costs for F-2 dependents, for ONE Semester: Add an additional \$2,875.00 for 1st dependent and \$2,875.00 for each additional dependent. This cost is for ONE SEMESTER ONLY

\*Price subject to change



Program in American Language Studies  
 [PALS/ESL]  
 Rutgers, The State University of New Jersey  
 175 University Ave, Conklin Hall, Room 226  
 Newark, NJ 07102

<https://sasn.rutgers.edu/pals>  
 Email: [pals@newark.rutgers.edu](mailto:pals@newark.rutgers.edu)  
 Tel: 973-353-5013  
 Fax: 973-353-1438

## **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 (PALS) 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 PALS in American Language Studies (PALS) 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 accompanied by an **official English translation (if applicable)** and amounts listed must be the equivalent needed **in U.S. dollars (\$)**. All documents must be dated within **6 months** of the date of initial enrollment at PALS/ESL. PALS 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.

### **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:
  1. Date of account was established
  2. Present balance in (US dollars)
  3. Bank statement showing account movement for last 3 months.
- **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 from the financial institution on institution's letterhead/stationary. 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, how do you want to receive the I-20?

     **Mail I-20 directly to (Please provide \$85.00 International Mailing Fee):**

Applicant 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.



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 [PALS/ESL]  
 Rutgers, The State University of New Jersey  
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 Email: [pals@newark.rutgers.edu](mailto:pals@newark.rutgers.edu)  
 Tel: 973-353-5013  
 Fax: 973-353-1438

## STUDENT MEDICAL INSURANCE

United Health Care Student Resource Plan (UHCSR): PPO

All F-1 PALS 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 2020, the cost for student health insurance is:**

	Student Health Insurance Daily Rate	University Health Services Daily Rate	Total Daily Rate 2020-2021
PALS Student	\$ 6.30	\$1.92	\$ 8.22
Spouse	\$ 6.30	0.00	\$ 6.30
One Child	\$ 6.30	0.00	\$ 6.30
Two or More Children	\$ 12.60	0.00	\$ 12.60
Spouse + Two or More	\$18.90	0.00	\$18.90

Rutgers University Student Health Insurance Plan serviced by United Health Care Student Resources (UHCSR)

- a. Plan Covers Student Injury and Sickness
- b. Rutgers University – Access to University Health Services (for student only)
- c. Dental and Vision are NOT included. Dental and Vision plans can be purchased separately.

The Student Health Insurance fee is charged every session including vacation periods. Students must purchase Rutgers University insurance during their vacation period.

Dependents of F-1 holders are not qualified to use the Rutgers University Health Services/Center.

**DATES OF COVERAGE:**

	<u>Coverage Dates</u>	<u>Coverage Days</u>	<u>Price</u>
<b>FALL</b>	September 1, 2020 – January 18, 2021	<b>140 Days</b>	<b>\$1,054.80*</b>
<b>SPRING</b>	January 19, 2021 – June 17, 2021	<b>150 Days</b>	<b>\$1,150.44*</b>
<b>SUMMER</b>	June 18, 2021 – August 31, 2021	<b>75 Days</b>	<b>\$574.26*</b>
<b><u>ANNUAL</u></b>	September 1, 2020 – August 31, 2021	<b><u>365 Days</u></b>	<b><u>\$2,779.50*</u></b>

Rutgers Medical Insurance coverage begins on the first day of class after full tuition payment

\*Prices subject to change

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

**Student Insurance**  
**Rutgers University**  
**11 Bishop Place, New Brunswick, NJ 08901**  
**848.932.8285**  
[insure@rutgers.edu](mailto:insure@rutgers.edu)



## 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 **PALS DOES NOT ARRANGE HOUSING**. You must contact these places yourself.

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

There is no guarantee that a room on campus will be available. 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  
Fax: (973) 353-1032

E-mail: [reslife@newark.rutgers.edu](mailto:reslife@newark.rutgers.edu)  
Internet: <http://housing.newark.rutgers.edu>

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**IMPORTANT: Be sure to tell them that you are a PALS student.**  
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### 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: <https://www.hilton.com/en/hotels/nwkhshx-hampton-suites-newark-harrison-riverwalk>

- 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 - <https://www.newarkymca.org/main/room-rentals>

**YMWCA**  
600 Broad Street  
Newark, New Jersey 07102 USA  
Telephone: (973) 624-8900 ext. 6823  
Email: [volivera@newarkymca.org](mailto:volivera@newarkymca.org) or [info@newarkymca.org](mailto: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\*

### Office of Housing & Residence Life

#### You are here

[Home](#) > [Apply for Housing](#) > Rates

Rutgers University - Newark Housing Rate Information

These are the room rates approved by the University Board of Governors for the 2020-2021 academic year.

#### Undergraduate Housing

Talbot Apartments	2020-2021
Double Room, Academic Contract*	\$9,020.00
Single Room, Academic Contract*	\$6,636.00

Woodward Hall	2020-2021
Double Room, Academic Year Contract*	\$8,665.00

University Square	2020-2021
Double Room, Academic Year Contract*	\$9,820.00
Single Room, Academic Year Contract*	\$10,386.00

15 Washington Apartments	2020-2021
One Bedroom Double / 1 Bathroom	\$11,808.00
Two Bedroom Double / 2 Bathroom	\$10,923.00
Three Bedroom Double / 3 Bathroom	\$10,741.00

#### Graduate Housing

15 Washington Apartments	Calendar Year Contract**
Studio Apartment	\$14,877.00
Studio Plus Apartment	\$14,929.00
Two Bedroom / 1 Bathroom	\$14,599.00
Three Bedroom / 1 Bathroom	\$13,947.00
Three Bedroom / 2 Bathroom	\$14,135.00
Four Bedroom / 2 Bathroom	\$13,576.00

180 W. Market Street	Academic Year Contract†	Calendar Year Contract‡
Studio Apartment	\$12,090.00	\$14,436.00
One Bedroom Apartment	\$13,210.00	\$15,852.00
Two Bedroom Apartment	\$10,910.00	\$13,092.00
Three Bedroom Apartment	\$10,360.00	\$12,420.00

\*The academic year contract begins from the September 2020 move-in date and continues until 24 hours after the last final exam for the Spring 2021 semester.

\*\*The calendar year contract begins from the August 2020 move-in date and continues until August 1st, 2021. Only Graduate Students residing at 15 Washington Street Apartments are eligible to select this contract type.

†The academic year contract begins from the August 2020 move-in date and continues and ends on May 31st, 2021 for academic housing agreement holders at 180 West Market Street.

‡The calendar year contract begins from the August 2020 move-in date and continues ends on July 1st, 2021 for calendar housing agreement holders at 180 West Market Street.

Family Housing	2020-2021
1 Bedroom Apartment	\$1,125.00 per month-\$1,234.00 per month
Efficiency (studio)	\$864.00 per month

PALS Program	2020-2021
7-Week Program Accommodation	\$1,027.00

\*Prices subject to change.

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





**INTERNATIONAL STUDENT ADVISOR’S REPORT – TRANSFER FORM**

**PART A – To be completed by student**

**NOTE:** Only non-immigrant students who have been attending school in the United States on an F-1 visa are required to submit this form.

**DIRECTIONS:** Complete Part A of this form. Take this form to the international student advisor at the school you attend or most recently attended to be completed. Your application is not complete until PALS receives this form along with the required financial support documents.

1. Applicant’s Name: \_\_\_\_\_  
Last (Family) First Middle

2. Address: \_\_\_\_\_  
Street City State Zip Code

3. I give permission for the information requested below to be sent to PALS/Rutgers University-Newark.  
This is for admission to the Fall 2000 [ ] Spring 2001 [ ] Summer 2001 [ ] semester (Choose One).

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART B – To be completed by international student advisor**

**TO THE INTERNATIONAL STUDENT ADVISOR:** The student named above is applying for admission to PALS/Rutgers-Newark. Please complete part B and fax or mail to our office or email to [pals@newark.rutgers.edu](mailto:pals@newark.rutgers.edu).

1. Student’s SEVIS ID Number: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

2. Student’s I-94 Admission Number: \_\_\_\_\_

3. Date student began studies at your institution: \_\_\_\_\_

4. Most recent semester/session and year student attended your institution: \_\_\_\_\_

5. Is/was the student considered to be pursuing a full-time course of study during his/her final semester?  
YES \_\_\_\_\_ NO \_\_\_\_\_; Please explain: \_\_\_\_\_

6. Is the student in status as an F-1 student and eligible for transfer in SEVIS?  
YES \_\_\_\_\_ NO \_\_\_\_\_; Please explain: \_\_\_\_\_

7. Dependents in F-2 status: \_\_\_\_\_

8. Has the student met all financial obligations? \_\_\_\_\_

9. For F-1 students: duration of program noted on I-20: \_\_\_\_\_

10. Comments: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Institution/Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL SEVIS INFORMATION:**  
School Name: Rutgers, the State University of New Jersey / Rutgers-Newark  
School ID: NEW214F00147003