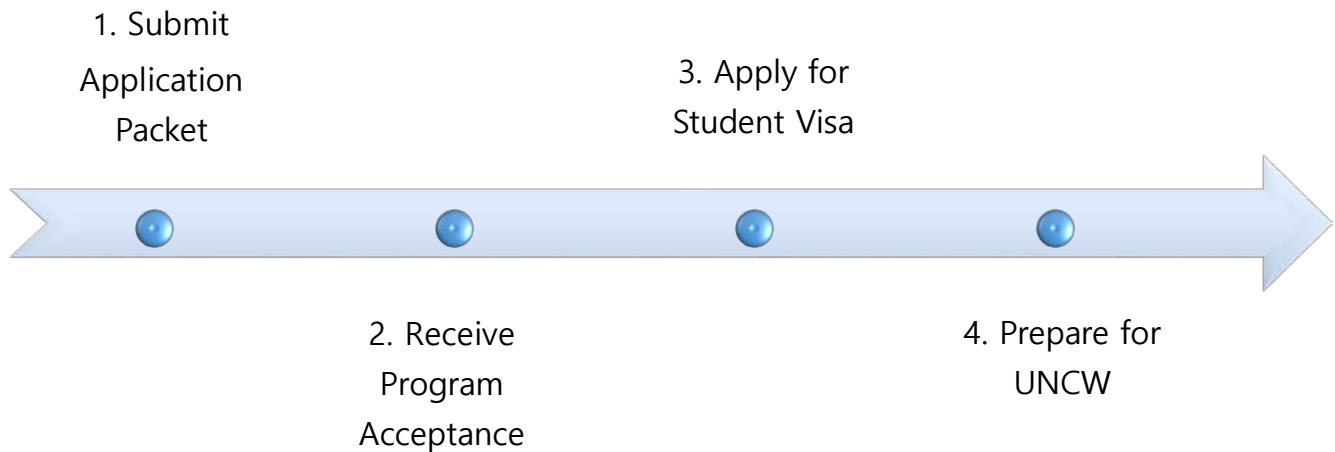




# Application and Approval Process



## 1. Submit Application Packet

1 Application Form

2 Application Fee

3 Submit Documents

Copy of Passport Photo Page

Bank Statement or Financial Document

Financial Responsibility Letter

### Application Packet Checklist

- [Application Form](#)
- [Credit card payment: \\$100](#)
- Copy of passport photo page
  - o Passport must be valid
- Financial documents to prove funding for required amount
- Financial Responsibility Letter
  - o Required if your proof of funding document is in the name of someone else or if you have a scholarship



UNIVERSITY of NORTH CAROLINA WILMINGTON

English Language Center

## 1 Application Form

- ❖ [Complete and submit online.](#)
- ❖ You will receive an email confirmation and a link to the next step.

## 2 Application Fee

- ❖ [Click here to pay.](#)
- ❖ Must be paid online by credit card in US Dollars.

## 3 Submit Documents

- ❖ These documents are **required** by the **US Embassy** to demonstrate to that you have sufficient money to pay for tuition, housing, meals, transportation, and personal expenses during your studies. They are required for the student visa process.
- ❖ If you do not require a visa (for example, you are a US citizen or permanent resident or have a spousal visa), contact the [UNCW English Language Center](#) <[elc@uncw.edu](mailto:elc@uncw.edu)> for guidance.
- ❖ To submit your documents, upload your documents to the [Document Submission Form](#). If you prefer, you may email the documents to [elc@uncw.edu](mailto:elc@uncw.edu).
  1. Copy of Passport Photo Page (only the page with the photo)
  2. Financial Document(s)

### Bank Letter or Bank Statement Requirements

- In English
- Directly from the bank and on the bank's letterhead
- Clearly indicates the name of the account holder
- Clearly indicates the current bank account(s) balance
- Funds must be available for immediate access

### Scholarship or Sponsor Letter Requirements

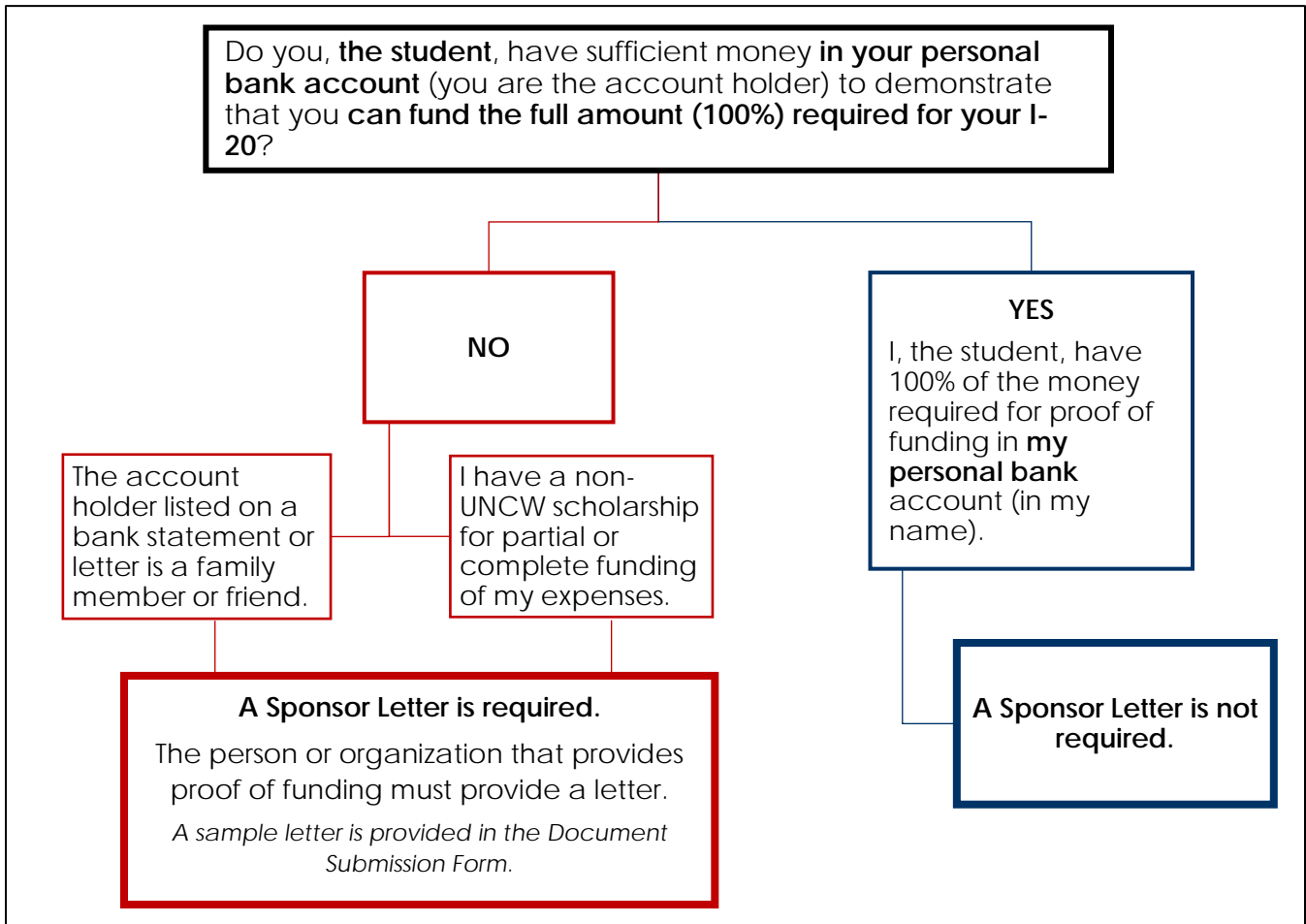
- In English
- Directly from the scholarship organization or sponsor
- Clearly indicates your name
- Clearly indicates the amount of funding or financial assistance



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English Language Center

3. Financial Responsibility Letter

- ❖ Applicants who can demonstrate they have sufficient funds in a bank account in their own name do not need to submit this letter.
- ❖ Do you need to provide a Financial Responsibility Letter? Read below to find out.





## 2. Receive Program Acceptance

After **all** items for the Application Packet (see [Application Packet Checklist](#) on Page 1) have been submitted, we will review your documents. Allow 5 to 10 business days for review. We will contact you when the review process is complete.

If your documents do not meet the requirements, we may request additional documents. If your documents and finances do not meet the minimum requirements, you cannot be accepted into the program.

### 1 Pay SEVIS Fee

When your documents are approved and you are accepted into the UNCW English Language Center, you will be enrolled in the Student and Exchange Visitor Information System (SEVIS). You must pay the [SEVIS I-901 Fee \(\\$350\)](#), as indicated in your acceptance letter.

### 2 Receive Form I-20

1. We will issue and mail a Form I-20 to your home address.
2. Notify UNCW English Language Center when you receive the I-20.

Allow up to 30 days for your Form I-20 to arrive. If you live in a rural area, it may take the maximum amount of time. If you have not received your documents 30 days after we notify you that they were mailed, please contact us *immediately*.

Please note, the Form I-20 is not a student visa and is not a guarantee that you will be issued a student visa. You must continue with the steps below to obtain a student visa.



### 3. Apply for Student Visa

Allow one to two months for this process.

#### ? Information or Questions

- ❖ Visit [Study in the States webpage](#).
- ❖ Visit the [U.S. Department of State Student Visa webpage](#).
- ❖ Contact the [EdUSA advisor in your country or city](#).
- ❖ Contact [elc@uncw.edu](mailto:elc@uncw.edu)

The process [varies by country](#) ([click here](#) for specific details). However, this is the general process:

#### Application Packet

- Complete the [Online Non-Immigrant Visa Application](#) (Form DS-160).  
Required application items:
  - A digital photo of yourself; [click here for photo requirements](#).
  - \$160 credit card payment (application fee)
  - Access to a printer (print application confirmation and payment receipt)

#### Interview

- Schedule an interview with the US Embassy. [Locate a US Embassy near you](#).  
Required interview documents:
  - Passport
  - [Online Non-Immigrant Visa Application](#) confirmation page
  - Application Fee payment receipt
  - [Photo](#) (take printed copy in case digital file failed to upload to application)
  - [Form I-20](#) received from UNCW
  - Additional documentation as required by your country. Typically includes:
    - school transcripts; proof of intent to depart US upon completion of studies; medical documents and immunizations made to prepare for travel; bank documents and sponsor letters as proof of funding for educational, living, and travel costs.
- Attend your visa interview.

#### Visa Decision

- A. Approval
  - You may be required to pay a [Reciprocity Fee](#), also called a visa issuance fee. [Click here](#) to find out if there is a fee for your country.
  - Follow the steps provided by the embassy to receive your visa.
- B. Denial:



UNIVERSITY of NORTH CAROLINA WILMINGTON  
English Language Center

If your visa request is denied, contact us for advising.

## 4. Prepare for UNCW

After you are accepted into the UNCW English Language Center and approved for a student visa, prepare for your travels and attendance at UNCW.

### Checklist

- Arrange [housing](#).
- Book your flight.
- Review your immunization records and begin necessary vaccinations.
- Review your health insurance policy.
  - o Does it meet UNCW's minimum [health insurance coverage requirements](#)?
  - o If your current health insurance policy does not meet UNCW's minimum requirements, or if you do not have health insurance, you may purchase a plan in your home country or purchase the UNCW GeoBlue International Student health insurance policy.