

# UNIVERSITY EXPRESS<sup>SM</sup>

[www.tiep.edu/university-express](http://www.tiep.edu/university-express)

1103 West 24th Street, Austin, Texas 78705-4603 USA  
Phone: +1 512 477 4511 Fax: +1 512 322 0592 [tiep@tiec.org](mailto:tiep@tiec.org)

## APPLICATION FOR ADMISSION TO UNIVERSITY EXPRESS<sup>SM</sup>

Check all sessions that you would like to attend.

SESSION	WEEKS	REGISTRATION	SESSION DATES	REGISTRATION FEE	I WILL ATTEND:
Spring 2018	16	January 10 - 11	January 16 - May 10	\$10,190	<input type="checkbox"/>
Spring 2018	8	March 19	March 21 - May 10	\$5,390	<input type="checkbox"/>
Summer 2018	11	May 24	May 29 - August 9	\$7,190	<input type="checkbox"/>
Fall 2018	15	August 29 - 30	September 4 - December 13	\$9,990	<input type="checkbox"/>
Fall 2018	8	October 17	October 22 - December 13	\$5,390	<input type="checkbox"/>

Registration fees are subject to change without prior notice. Personal expenses such as housing, meals, transportation, and medical insurance are not included in the registration fee. All students with F-1 and J-1 visas must either show proof of medical insurance or purchase a plan at registration. Depending on enrollment, students who register for the Spring 8-week or Fall 8-week sessions may be placed in ongoing classes at the appropriate level.

### REGISTRATION FEE INCLUDES:

- Tuition for all instruction, including private tutorials
- Books and other instructional materials
- University course auditing
- University placement service
- Placement testing
- Airport pickup
- Housing information
- Orientation program
- Academic advising
- Immigration advising
- Social and cultural activities
- Certificate of completion
- Conversation Club
- Computer lab
- Internet, Wi-Fi
- Institutional TOEFL exams

## APPLICATION INSTRUCTIONS

1. Submit this University Express<sup>SM</sup> application form with your signature on page 2 and sponsor's signature on page 3 if you are sponsored.
2. Pay \$100 application fee (non-refundable, non-transferable, valid 1 year).
3. Pay \$60 for Express Mail Delivery if you would like this recommended, optional service.
4. If you would like the following services, submit the application form for each:
  - a. [University Express Housing Assistance](#)
  - b. [University Express Airport Pickup Service](#)
5. Submit a copy of:
  - a. Passport identification page (for you and any dependents)
  - b. Your current visa if you are in the United States
  - c. Proof of financial support (if you are requesting an I-20)

### SEND THESE ITEMS TO:

**E-mail:** [tiep@tiec.org](mailto:tiep@tiec.org) **Fax:** +1 (512) 322-0592  
Texas Intensive English Program  
1103 West 24th Street  
Austin, TX 78705-4603 U.S.A.

### PAYMENT INFORMATION

**The application fee is \$100.** The application fee is non-refundable, non-transferrable, and valid for 1 year. It can be paid by credit card online at [www.tiep.edu/payment/](http://www.tiep.edu/payment/) or by check from a U.S. bank payable to *Texas Intensive English Program*

There may be charges for cancellation and early withdrawal from the program. Read the *Texas Intensive English Program Refund Policy* at [www.tiep.edu/faq/](http://www.tiep.edu/faq/)

**PERSONAL INFORMATION**

**\*\* Write your name exactly as it appears on your passport \*\***

- 1. Last Name (Surname): \_\_\_\_\_
- 2. First (Given) Name: \_\_\_\_\_
- 3. Date of Birth (MM/DD/YYYY): \_\_\_\_\_
- 4. Gender:     Male     Female
- 5. Marital Status:     Married     Single
- 6. Country of Citizenship: \_\_\_\_\_
- 7. Country of Birth: \_\_\_\_\_
- 8. Home Address *Outside* the United States:  
 \_\_\_\_\_  
 Number & Street                      Apartment Number  
 \_\_\_\_\_  
 City  
 \_\_\_\_\_  
 Country                                  Postal Code
- 9. Mailing Address (if different from Home Address):  
 \_\_\_\_\_  
 Number & Street                      Apartment Number  
 \_\_\_\_\_  
 City  
 \_\_\_\_\_  
 Country                                  Postal Code
- 10. Email: \_\_\_\_\_
- 11. Phone: \_\_\_\_\_
- 12. Do you have any known limitations or disabilities that may impede your ability to participate fully in the program?  
 Yes     No
- 13. How did you hear about TIEP? \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION INFORMATION**

- 1. What is your highest educational degree?  
 High School     Bachelor’s     Master’s     PhD
- 2. When did you earn this degree?  
 \_\_\_\_\_

**AGENCY INFORMATION (IF APPLICABLE)**

\_\_\_\_\_  
Name of Agency

**VISA INFORMATION**

- 1. Are you currently in the United States?     Yes     No  
 If yes, what is your visa? \_\_\_\_\_
- 2. Do you need an I-20?     Yes     No  
 If yes, complete **the last page** of this application.
- 3. If you are transferring from another school in the United States, provide the contact information here:  
 \_\_\_\_\_  
 School Name                                  Phone Number  
 \_\_\_\_\_  
 Advisor Name                                  Email

**EMERGENCY CONTACT INFORMATION**

- 1. Last Name (Surname): \_\_\_\_\_
- 2. First (Given) Name: \_\_\_\_\_
- 3. Relationship: \_\_\_\_\_
- 4. Email: \_\_\_\_\_
- 5. Phone: \_\_\_\_\_

**STUDENT ACKNOWLEDGEMENT**

- Read and check (✓) the following boxes:
- I have carefully read this form and understand its contents.
  - I will be at least 17 years old before registration day.
  - I agree to pay the full registration fee for University Express<sup>SM</sup> at registration.
  - I have read and agree to the Texas Intensive English Program refund policy ([www.tiep.edu/faq](http://www.tiep.edu/faq)).
  - I do not have any physical limitations that would impede my ability to participate fully in the program.
  - I understand that emergency contact information is required in case I become incapacitated, and I agree to provide the contact information for someone who is legally responsible prior to registration at the Texas Intensive English Program.
  - I certify that all the information on this application form is true and correct to the best of my knowledge.
- Student’s Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**IF ANOTHER PERSON HELPS YOU WITH THIS FORM, THAT PERSON SHOULD READ AND COMPLETE THE FOLLOWING:**

I have explained the contents of this form to the applicant and have prepared the information at his/her request. I certify that all the information is true and correct to the best of my knowledge.

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

Contact Information:  
 \_\_\_\_\_  
 Email    Phone Number  
 \_\_\_\_\_  
 Number & Street                      City                      Country                      Postal Code

# UNIVERSITY EXPRESS STATEMENT OF FINANCIAL SUPPORT FOR F-1 APPLICANTS

## TOTAL ESTIMATED EXPENSES

Below are total estimated costs of registration and personal expenses such as housing, meals, and transportation for each TIEP session. All costs are approximate and subject to change. You must provide a bank statement or letter from a financial institution with the minimum amounts indicated below if you request an I-20 from TIEP. You may request an I-20 for up to 12 months. For dependents (spouse or child under 21 years old), add \$500 per month per person.

Session	Weeks	Session Dates	Total Estimated Expenses
Spring 2018	16	January 16 - May 10	\$16,250
Spring 2018	8	March 21 - May 10	\$8,650
Summer 2018	11	May 29 - August 9	\$10,600
Fall 2018	15	September 4 - December 13	\$15,590
Fall 2018	8	October 22 - December 13	\$8,650

## MEDICAL INSURANCE

All TIEP students with F-1 and J-1 visas must either show proof of medical insurance or purchase a plan at registration. **The plan needs to cover a minimum of \$100,000 per sickness or injury.**

## FUNDING INFORMATION

### PRIVATE FUNDS

If you are supported by private funds, you must submit a bank statement that is:

- CURRENT – Issued **no more than 6 months** before submission of your application.
- LEGIBLE - Clearly reflects the account holder’s name, type of account, bank name, branch and balance.
- OFFICIAL - Scanned copies of the original document are required. TIEP reserves the right to request original documents.

If the bank statement is from a person other than you, the following section must be completed by the bank account holder.

### SPONSOR FUNDS

What is the name of the sponsor (person or organization) that will pay for your studies?: \_\_\_\_\_

### Sponsor Financial Certification

I acknowledge that I am aware of my fiscal responsibilities as a sponsor. I certify that the account information provided is true and correct. I certify that the funds accessible in my account are to sponsor the applicant’s tuition, fees, housing, food, textbooks, and personal expenses throughout the duration of his/her stay in the United States.

Sponsor Name: \_\_\_\_\_

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

## DEPENDENT INFORMATION

Do you plan to bring one or more dependents (spouse or child under 21 years old) with you during your studies in the U.S.?  Yes  No  
If yes, fill out the following table. **Submit a copy of your dependents’ passports.**

Family Name	Given Name	Relationship (Spouse or Child)	Gender (Male or Female)	Date of Birth (mm/dd/yyyy)	Country of Birth	Country of Citizenship