



Application for English as a Second Language Program

**DISCOVER THE POWER OF X**

**XAVIER**  
UNIVERSITY

# YOUR NEXT STEP

**F**ounded in 1831, Xavier is a private university in Cincinnati, Ohio, that provides a comprehensive, liberal arts-based education in the Jesuit, Catholic tradition. It is the sixth-oldest Catholic university in the nation and one of 28 Jesuit colleges and universities nationwide. With 6,600 students, including 4,000 full-time undergraduates, Xavier is recognized as one of the nation's top 10 Midwest master's-level universities by *U.S. News & World Report*. Its location in a metropolitan region of 2 million people provides access to an important Midwestern center of business and culture.

## ENGLISH AS A SECOND LANGUAGE

The English as a Second Language (ESL) program was established at Xavier in 1970. The mission of the program is to provide intensive English language instruction and academic training for international students who intend to enter an American university or improve their ability to use English for professional purposes.

International students from all over the world choose this University-based program for its excellent teaching and outstanding student services. Core classes focus on listening, speaking, reading and writing skills. Elective courses such as TOEFL preparation, pronunciation and career English are offered on a rotating basis. Please ask about the schedule when you apply.

Four levels of instruction are offered: high beginning, intermediate, high intermediate and advanced. Students attend daytime classes Monday through Friday for a total of 20-26 hours per week, and extensive homework is assigned each day. Enrollment is diverse, with students coming from 25 different countries on average each semester. Class sizes are small, averaging 15 students per class. Courses at the intermediate, high intermediate and advanced levels are given some academic credit toward a degree at Xavier University.

The English as a Second Language program is a member of the American Association of Intensive English Programs and meets professional standards in the field of ESL. All instructors have master's degrees and several years of experience teaching English as a second language. Xavier ESL instructors are trained and dedicated professionals who are well-qualified to help students master English and adjust to life in the United States.

## TESTING AND PLACEMENT

After students are admitted to the ESL program, they are tested before classes begin to determine their placement in an appropriate level of instruction. It is not necessary for students to take the TOEFL or any other test before they arrive. However, it is expected that students will have studied English prior to enrollment. Beginning-level courses are "high-beginning." Standardized tests are only given at the end of each semester.

The ITP TOEFL may be used for admission to Xavier University in combination with ESL grades. Students who plan to attend other schools must arrange to take the official TOEFL or other tests required by these schools. Students who enroll at the beginning level should expect to study for three to four semesters before achieving the necessary English proficiency to enroll in degree programs.

## HOUSING AND RESIDENCE LIFE

On-campus housing in University residence halls is available through the Office of Residence Life. Living in University residence halls requires early application and cannot always be guaranteed. Students may be assigned to a double room (with a roommate).

Apartment-style residence halls may be available. Students who want to live on campus must complete a separate housing application form and submit a deposit. Fall applicants should submit tuition and housing deposits by May 1 to guarantee housing on campus.

## UNIVERSITY SERVICES AND ACTIVITIES

Students in the ESL program have full access to Xavier University services and facilities, including computer labs, food services, the health and counseling center, the sports center and University libraries. Other facilities include a recreation park—with sports fields, tennis courts, and a bike and exercise path—and the Gallagher Student Center.

In addition, the Office of International Student Services provides support to all international students in many ways. It

conducts an excellent orientation to the campus and to living in the United States, and it gives assistance in the areas of cultural adjustment, housing and immigration matters. Special programs and recreational activities are sponsored by the office throughout the academic year. Please note that campus dining services are limited during the summer session. Summer-session students may also purchase or prepare food themselves using limited kitchen facilities available in the residence halls.

## GENERAL VISA INFORMATION

### F-1 (STUDENT) VISA

Most non-immigrant international students need an F-1 visa to come to and study in the United States. Do not plan to enter the United States on a B-1/B-2 (visitor visa) and change status while you are here.

### THE I-20

The Office of International Student Services issues the I-20 (certificate of eligibility) once the student is accepted and shows proof of funding to cover all expected expenses in the United States. This document is mailed in the admission packet.

### THE VISA PROCESS

Students generally apply for the F-1 visa at the U.S. consulate in the country of their residence. Prior to applying for the visa, students are expected to pay a special \$200 SEVIS fee and include the receipt with the visa application. In addition, students should be prepared to provide at least a passport, I-20 or DS-2019, and financial documentation. Because different consulates have different processes, students are encouraged to check the individual consulate's web site or contact the consulate directly for information about the application process and time. Because it generally takes a long time for the visa to be processed, we encourage students to apply to Xavier as early as possible.



# ADMISSION TO THE ESL PROGRAM AND XAVIER UNIVERSITY

## THE ESL PROGRAM

To be admitted to the ESL program, students are required to have a secondary-school degree or certificate equivalent to an American high school diploma.

**Admission to the ESL program and successful completion of the program does not constitute admission to any other program at Xavier.**

A **separate application** must be submitted to apply to any other program at Xavier University. Please note that grades received in the ESL program also are considered in admission decisions.

## XAVIER DEGREE PROGRAMS

Students wishing to pursue a degree program at Xavier University can apply for admission **prior to their arrival** and enroll in the ESL program to achieve the proficiency in English needed to succeed in University classes. Academic credit

received in ESL courses may be counted as elective credit toward an undergraduate degree.

To apply for a bachelor's or master's degree program, students must submit official transcripts of their grades in secondary school and from any university study and a completed application for admission to the degree program. In addition, students should submit scores from qualifying tests (such as the TOEFL for all students, and GMAT or GRE for master's degree students). Undergraduate students can apply for admission to Xavier University upon receiving a minimum score of 530 on the TOEFL (71 for the iBT TOEFL). Please contact the Office of Admission directly to apply for an undergraduate program. Graduate ESL students can begin the admission process with a TOEFL score of 550 (79-80 iBT). Please contact graduate programs directly for information about applying.

## APPLICATION PROCEDURES AND DEADLINES

In order to be considered for admission to the Xavier University ESL program, students must submit the following required documents to the Office of Admission:

### 1. Application for international admission

The application form should be carefully completed with your name and mailing address exactly as it should appear on future correspondence and as it appears on your passport. Sign the application and include the application fee.

### 2. Application fee

A check or money order for \$35 (U.S.) made payable to Xavier University is acceptable. Please e-mail us at [esl@xavier.edu](mailto:esl@xavier.edu) if you have problems or questions.

### 3. Financial statement

The financial statement attached must be completed for students who are requesting an F-1 visa.

### 4. Copy of information page in passport

To be considered, students should mail the completed application no later than the priority deadline listed for each term. Late applications will be considered, but admission cannot be guaranteed. Send application to:

Xavier University Center for ESL  
3800 Victory Parkway  
Cincinnati, Ohio 45207-2511 USA  
Fax: 1-513-745-3844  
Phone: 1-513-745-2847  
E-mail: [esl@xavier.edu](mailto:esl@xavier.edu)  
[www.xavier.edu/esl](http://www.xavier.edu/esl)

### General calendar and priority application deadlines

(Please visit our web site at [www.xavier.edu/esl](http://www.xavier.edu/esl) for exact dates.)

The ESL program follows the academic calendar at Xavier University, which is based on a semester system. Semesters average 16 weeks in length.

**Fall semester** begins in late August and ends in mid-December.

**Fall priority deadline:** June 1

**Spring semester** begins in early January and ends in early May.

**Spring priority deadline:** Oct. 15

**A 12-week summer term** is available for ESL students, from late May to early August.

**Summer priority deadline:** March 1

Late applications will be considered, but please note that admission cannot be guaranteed. It is important to apply as early as possible to allow enough time to mail documents and obtain a student visa.

### A note about half-semester:

To provide some flexibility, ESL students may enroll for a half-semester. If space is available, students may enroll for the first half or the second half of the regular semester. Please note that space cannot be guaranteed.

## PERSONAL INFORMATION (Please type or print clearly in ink.)

1. Legal name \_\_\_\_\_  
(in English as it appears on your passport) last/family name first middle  
 Preferred first name \_\_\_\_\_ Social Security number (if applicable) \_\_\_\_\_

2. Other name(s) records may be listed under (maiden) \_\_\_\_\_ E-mail address \_\_\_\_\_ @ \_\_\_\_\_

3. Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

4. City and country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_

5. Gender  Male  Female      6. Marital status  Single  Married

7. Permanent foreign mailing address (mandatory). Please write your mailing address in English below, exactly as it should appear on an envelope. Please include the **house or apartment number, street, city, postal code, country** and any other needed mailing information.

street \_\_\_\_\_  
 city \_\_\_\_\_  
 state/province \_\_\_\_\_ postal code \_\_\_\_\_  
 country \_\_\_\_\_

9. U.S. mailing address (if any) \_\_\_\_\_

street \_\_\_\_\_  
 city \_\_\_\_\_ state \_\_\_\_\_ zip code \_\_\_\_\_

Please check one:  
 The U.S. address is my address.  
 The U.S. address is that of my friend or relative.

name of friend or relative \_\_\_\_\_

8. Home telephone \_\_\_\_\_

10. Local telephone (if any) \_\_\_\_\_

Cut to remove application form

## ENROLLMENT INFORMATION

11. I am applying for the *(check one)*  Fall term 20\_\_\_\_ (August–December)  
(year)  
 Spring term 20\_\_\_\_ (January–May)  
(year)  
 Summer term 20\_\_\_\_ (May–August)  
(year)

First half-term 20\_\_\_\_ (August–October)  
 Second half-term 20\_\_\_\_ (October–December)  
 First half-term 20\_\_\_\_ (January–March)  
 Second half-term 20\_\_\_\_ (March–May)  
*If available. Space cannot be guaranteed.*

12. How many semesters do you plan to be enrolled?  one semester  two semesters  three or four semesters

## VISA STATUS

13. Are you a permanent resident of the U.S.?  Yes  No

14. Do you have U.S. citizenship?  Yes  No

15. If you are currently in the U.S., what kind of visa status do you have? \_\_\_\_\_ Expiration date of status? \_\_\_\_\_

16. Will you request a student F-1 visa?  Yes  No (Please attach copy of passport page for issuance of I-20.)

17. Do you plan to live on campus?  Yes  No (If yes, you will receive a deposit form in your admission packet.)

18. From whom or what organization did you receive this application? \_\_\_\_\_

19. Do you plan to bring dependents (spouse or children)?  Yes  No  
If yes, please attach a copy of passport page for each dependent and a sheet of paper that lists for each dependent: name, relationship to applicant, date of birth, city and country of birth, country of citizenship.

## ACADEMIC INFORMATION

20. Schools you have attended, beginning with the most recent:

School name	Location (city, country)	Enrollment dates (month/year)
		to
		month/year month/year
		to
		month/year month/year

21. Are you planning to enroll in a degree program once you have completed ESL?  Yes  No

22. If yes, please list intended major or program: \_\_\_\_\_

To be considered for a degree program, you must submit an undergraduate application in addition to the application for ESL. This application can be obtained at the Office of Admission or on the Xavier web site ([www.xavier.edu](http://www.xavier.edu)). If you plan to enroll in a graduate program, please list the program. Your interest will be forwarded to the appropriate graduate office.

---

---

If you are already in the United States, please attach a copy of your visa, both sides of your I-94 card and I-20 or DS-2019, if you have one. If you are not in the United States, please attach a copy of the personal information page in your passport.

## CERTIFICATION AND SIGNATURE

I certify that the information given above is complete and accurate to the best of my knowledge. I agree to comply with the requirements of the University. I understand that it takes at least four weeks to check credentials and make administrative arrangements for the acceptance of international students. I also understand that any falsification of information will result in rejection of admission or dismissal if admitted.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Please forward this application, application fee and other official documentation to the following address:



Xavier University  
Center for ESL  
3800 Victory Parkway  
Cincinnati, Ohio 45207-2511 USA

Questions?  
Call 1-800-344-4698, ext. 3301 (U.S. only) or 1-513-745-2847

Xavier University is an academic community committed to equal opportunity for all persons regardless of age, sex, race, religion, handicap or national origin.

## FINANCIAL STATEMENT

In accordance with federal regulations, Xavier University requires proof that international students who require an I-20 (needed for the F-1 visa) have sufficient funds to cover the cost of tuition and living expenses. The necessary funds are different for each program of study. Detailed cost information is provided on our web site at [www.xavier.edu/esl](http://www.xavier.edu/esl).

- Students must show funds of their own or prove they have a sponsor or sponsors who will cover the expenses.
- Students who are covering their own expenses must complete part one below and attach an official bank statement.

- Students who have one or more sponsors must complete part one. Each sponsor must complete part two. **An official bank statement for each source of support must be attached. Bank statements must list an amount of money available, and bank contact information must be provided.**
- This financial statement must be completed, certified and written in English. The funds must be posted in U.S. dollars.
- Students who will be accompanied by dependents (spouse and/or children) must attach a separate sheet of paper listing their names, countries and dates of birth, and relationship to the student.

### PART ONE

Student's name \_\_\_\_\_ E-mail address \_\_\_\_\_ @ \_\_\_\_\_

Permanent mailing address \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Country of birth \_\_\_\_\_ Country of citizenship \_\_\_\_\_  
month day year

I, \_\_\_\_\_ (student's name), have available to me funds in the amount of at least \$ \_\_\_\_\_ in U.S. dollars for each year of my studies at Xavier University. I have attached a certified bank statement to show that these funds are available. (The bank statement must clearly indicate that these funds are in the student's name.)

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

Please list all sponsors here \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### PART TWO *(If more than one sponsor, each sponsor must complete and sign a statement.)*

Sponsor's name \_\_\_\_\_

Sponsor's relationship to applicant \_\_\_\_\_

Sponsor's mailing address \_\_\_\_\_

Sponsor's phone \_\_\_\_\_ Sponsor's fax \_\_\_\_\_ Sponsor's e-mail \_\_\_\_\_ @ \_\_\_\_\_

I, \_\_\_\_\_ (sponsor's name) certify that funds of at least \$ \_\_\_\_\_ in U.S. dollars per year will be provided for \_\_\_\_\_ (student's name). A certified bank statement is attached.

Sponsor's signature \_\_\_\_\_ Date \_\_\_\_\_

Notary seal and signature should be located in the space provided below (required for sponsors living in the U.S.).

*Students who will be living with relatives in the Cincinnati area should provide a notarized letter from that relative stating that the student is living free of charge during the course of his/her studies.*

*All financial materials should be mailed directly to the Center for ESL at Xavier University, 3800 Victory Parkway, Cincinnati, Ohio 45207-2511 U.S.A. The papers also can be faxed and followed by a mailed set of originals. The fax number is 1-513-745-3844.*

*Use this space for notary seal.*

