

INSTRUCTIONS FOR F-1 STUDENT APPLICATIONS INITIAL ATTENDANCE - ENGLISH LANGUAGE PROGRAMS

Kaplan Aspect recommends that any individual who will require a visa and is also interested in studying with Kaplan Aspect apply for an F-1 visa. In support of an individual's application for an F-1 visa, Kaplan Aspect is authorized to issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students. The following are steps that all prospective students must follow in order to successfully enter into the U.S. to begin studies with Kaplan Aspect.

STEP 1: STUDENT APPLIES TO KAPLAN ASPECT

The following application materials must be faxed to the Customer Service department at (213) 892-1360. See page 2 of this document for specific requirements regarding each item below.

Calculating the Cost of Study:

<input type="checkbox"/> Kaplan Aspect Enrollment Form	Tuition: _____	
<input type="checkbox"/> Address in the Home Country	+ Application Fee: \$110	
<input type="checkbox"/> Proof of Financial Eligibility	+ Housing: _____	(Enter \$0 if not booking via Kaplan Aspect).
<input type="checkbox"/> Letter of Support (if applicable)	+ Health Insurance: _____	(\$20/week for student, if applicable)
<input type="checkbox"/> Proof of Funds Form	+ Dependents: _____	(\$400/month/dependant, if applicable)
<input type="checkbox"/> Payment of \$110 Application Fee	+ Other Fees: _____	(i.e., courier fees, airport pick-up. If you are unsure about these fees, speak to the person processing your application.)
	TOTAL: _____	

STEP 2: STUDENT OBTAINS A FORM I-20 A-B CERTIFICATE OF ELIGIBILITY

Once all items above are submitted to Kaplan Aspect, and it is confirmed that the student is eligible for I-20 enrollment, a Kaplan Aspect Designated School Official (DSO) will issue the initial attendance I-20 through SEVIS. The I-20 will be mailed to the student's home address.

STEP 3: STUDENT PAYS THE SEVIS I-901 FEE

The Department of Homeland Security has implemented a \$100 SEVIS I-901 Fee for any I-20 issued on or after September 1, 2004. Please be advised that Kaplan Aspect is not involved in the administration of this fee. It is the **student's responsibility** to make payment for this fee directly to the Student and Exchange Visitor Program (SEVP). For more information regarding this fee or if you would like to make payment, please go to: <https://www.fmjfee.com/index.jhtml>. Please note, when making payment, remember to print a receipt of the transaction since a receipt will be needed at the Embassy/Consulate during the visa interview in Step 4 below.

STEP 4: STUDENT APPLIES FOR AN F-1 VISA AT THE US EMBASSY/CONSULATE

Once the student receives the I-20, he/she will need to visit the US Embassy/Consulate to obtain the F-1 visa. For more specific information regarding the appropriate documentation and procedures required for visa issuance, please contact the Embassy/Consulate directly, as regulations vary per country. Please note, issuance of the visa is not guaranteed, even when an I-20 has been issued by Kaplan Aspect. Approval to issue the visa is made solely by the U.S. government at the Embassy/Consulate.

STEP 5: STUDENT ENTERS THE U.S. THROUGH THE PORT OF ENTRY

Upon arrival to the U.S., the student will need to be approved entry into the U.S. through the Port of Entry. To be approved, the student must possess a valid F-1 visa, Form I-20 and passport. All documents must not be expired and the name of the school on the visa must match the name of the school on the Form I-20. If the student lacks any of these materials, he/she may be detained and/or denied entry. If approved entry, the student will be given the Arrival/Departure document, also called the Form I-94. Please note, students who receive a Form I-515A at the Port of Entry must inform their DSO immediately upon arrival at the center.

STEP 6: STUDENT BEGINS STUDY AT KAPLAN ASPECT

After successful entry through the Port of Entry, the student must report to the center that issued the I-20 on or before the start date listed on the I-20. At this time, the student must speak with the DSO and attend orientation, in order to obtain important information and register for classes. A failure to report on the start date listed on the I-20 will result in termination of the student's SEVIS record, thereby placing the student out of legal status. NOTE: F-1 students are not permitted to postpone their start date once they have entered the U.S. Postponements must be processed before traveling to the U.S. since an updated I-20 will be mailed to the student.

for presentation at the Port of Entry.

APPLICATION REQUIREMENTS

1. **KAPLAN ASPECT ENROLLMENT FORM:** In order to efficiently and accurately process your enrollment, you will need to submit a completed Kaplan Aspect Enrollment Form. It is necessary that you fill out the entire application, including the student's signature. Failure to do so may create unnecessary delay in the issuance of the I-20 and/or errors in the processing of the enrollment.
2. **ADDRESS IN THE HOME COUNTRY:** This address should not be a P.O. Box address.
3. **PROOF OF FINANCIAL ELIGIBILITY:** Please submit a copy of the student's, student's parents, or sponsor's bank statement, or a bank letter on official bank stationery confirming that the funds required to meet the estimated cost of study are available. The date, account holder's name, and account balance must be clearly identified, and the letter or statement must be dated within 180 days of the application. In addition, statements must contain the bank seal/stamp/logo. If this document is not in English, you may be asked to submit a translated document.
4. **LETTER OF SUPPORT:** If the proof of financial eligibility provided is not in the student's name, you will also need to submit a signed letter of support from the person whose name appears on the documentation provided.
5. **PROOF OF FUNDS FORM** : This document will be given to you by the person processing your application and confirms that you guarantee to make payment to Kaplan Aspect for the specified costs of the program.
6. **PAYMENT OF THE \$110 APPLICATION FEE:** Payment can be submitted via credit card, money order or wire transfer.