INSTRUCTIONS TO APPLY TO PALS

F-1 STUDENT VISA: To apply for an I-20

SUBMIT:
A. PALS Application Form
B. Minimum Requirement – Copy of high school diploma, GED OR College diploma / transcript.
C. Copy of passport page with student’s name and date of birth.
D. Affidavit of Support and supporting financial documents: Original Bank Letter on bank stationary OR Original bank statements in English no more than 6 months old showing a minimum balance of $12,120.00* for 4 month visa
   - (See Supporting Evidence Page [Page 15] for more details)
E. Application Fee (Non-Refundable): $100.00
F. University SEVIS Fee (Non-Refundable): $100.00
G. Express Mailing fee of $50.00 (Only applicable if mailing documents overseas)
H. Copy of Marriage Certificate (Only applicable if you have a Spouse on F-2 Visa)
I. 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

MUST SUBMIT ALL DOCUMENTS TO TAKE THE PLACEMENT EXAM

COSTS:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Placement Exam Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>University SEVIS Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medical Insurance Fee (each 7-week session)</td>
<td>$374.08 – $467.60*</td>
</tr>
<tr>
<td>Computer Fee (each 7-week session)</td>
<td>$48.25*</td>
</tr>
<tr>
<td>Student School ID fee</td>
<td>$20.00</td>
</tr>
<tr>
<td>Express Mailing Fee (if applicable)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

TUITION:

7 WEEKS

<table>
<thead>
<tr>
<th>Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTENSIVE Tuition (21 hours) with 3-hours required elective</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Advanced Academic Program (21 hours) with 3-hours required elective</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>TOEFL Preparation Program Tuition (24 hours)</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>IELTS Preparation Program Tuition (24 hours)</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

* Price subject to change

Rutgers Medical Insurance is required for F-1 students and dependents (See Page 17)

Note: Please retain your receipt of payment for income tax purposes.

METHOD OF PAYMENT:
1. All payments in U.S. dollars must be made payable to “RUTGERS UNIVERSITY”
2. Acceptable methods of payment: Check, Money Order, Cash, Travelers Cheque, Bank Wire Transfer or Credit Card
F-1 Application Check List

☐ I have completed and signed all pages of the PALS Application form

☐ I have provided a copy of ONE of the following documents
   1. High School Diploma or GED
   2. College Transcript or Diploma

☐ I have provided a copy of the passport page

☐ I have provided an original bank document on bank letterhead from my sponsor in
   English showing a minimum balance of $12,120.00 OR an official sponsor letter from my
   sponsoring organization (See page 15 for more details)

☐ My sponsor has completed and signed the affidavit of support (Page 14)

☐ I have provided an employment letter from my sponsor – (If currently employed)

☐ I have submitted the non-refundable application fee of $100.00
   (Make Checks OR Money orders payable to “Rutgers University”)

☐ I have submitted the non-refundable University SEVIS fee of $100.00
   (Make Checks OR Money orders payable to “Rutgers University”)

☐ I have submitted the mailing fee of $50.00 (If mailing I-20 and documents to your home
   country. For local mailing fees, please submit a payment of $20.00)

☐ 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 PROGRAM

- Intensive English Program: 6 proficiency levels (Beginner to Advanced)
- Advanced Academic Program
- IETLS Preparation Program
- TOEFL Preparation Program

Class Schedule: Schedules are provided to students on the day of orientation.

Class Hours: Courses are offered from 8:30 am to 3:50 pm. Schedules may vary each session.

The Intensive English Program Description

This is PALS' core program—immersion English language study designed to expose students to all the skills necessary to develop and improve their ability and confidence in speaking, listening, reading, and writing English. Students take these courses with a variety of intentions: to enter an American university, to improve their job opportunities, to study toward or work in an international career, and more. The Intensive ESL Program is offered over six sessions per academic year (September–August), with each session lasting seven weeks.

COURSE DESCRIPTIONS

A. Intensive English Program: Core Courses

1. Grammar: PALS Grammar course is taught using the communicative approach and focus on using grammar to communicate. PALS teachers use implicit and explicit approaches to teach grammar and provide students with a variety of controlled and open exercises. Students learn both the grammar of conversation and writing and receive abundant feedback throughout each session. (3 hours per week)

2. Listening & Speaking: PALS Listening & Speaking course provides students with strategies for understanding and responding to conversations and academic content using strategies for inference, topic recognition, distinguishing main ideas from details, note-taking, and using graphic organizers. These strategies assist them in developing speaking skills that help with effective communication in interviews, conversations, presentations, and academic discussions. Students work on building fluency, accuracy and complexity in their communication. Students frequently make recordings online, which are assessed by their peers and instructors. (6 hours per week)

3. Reading: PALS Reading course provides students with strategies for understanding and responding to text types from a variety of genres, including fiction and non-fiction, such as newspapers, magazines, and academic textbooks. Students also study the most frequent 2000 words, academic words and common idiomatic expressions, while learning strategies for remembering new vocabulary. (3 hours per week)
4. **Writing**: PALS Writing course takes the student step-by-step through the writing process, from formulating ideas through revision. They learn to organize ideas, use correct form and punctuation, use coherent structure, edit and revise. In addition to paragraph and essay writing, students explore writing in other genres, such as newspaper articles, blogging, micro blogging, resume and cover letter writing, as well as, journaling. (6 hours per week)

**B. Electives:**

1. **Accent Reduction**: This course is designed to improve each individual’s student’s accent so the student will be understood anywhere and in particular in academic settings. Ample practice in speaking and listening is offered to facilitate their improvement. This course is offered to Intermediate, Advanced and Advanced Academic Program levels. (3 hours per week)

2. **American Culture**: This course is designed to give new international students insights into what makes this country unique. This course will help students become familiar with cultural differences and difficulties. Understanding the American ways will be discussed. Tips on how to live and thrive here will be addressed. This is a 7-week course that will meet 3 hours a week. It is offered to the Beginner, Basic and Low Intermediate levels. (3 hours per week)

3. **Business English**: The Business English course will give students a solid foundation and working knowledge of business English. Various aspects of business will be covered. This course is offered to Intermediate and Advanced level students who wish to increase their business terminology. This is a 7-week elective course that meets three hours each week. (3 hours per week)

4. **Idioms**: This course teaches the meaning and proper use of commonly used idioms. Idioms add deeper meaning to any language. Idioms are phrases that have different meanings from the literal meaning. These are not understood easily. This course is essential for anyone who wants to intermingle with native English speakers. This course is offered to Intermediate, Advance, High Advanced, and Advanced Academic Program levels. (3 hours per week)

5. **Medical English**: The Medical English course is designed to focus on medical terminology and abbreviations that are needed by medical professionals. This course is offered to the Intermediate and Advanced level students who are interested in the medical fields. This is a 7-week elective course that meets three hours each week. (3 hours per week)

6. **Speaking Clearly**: This course is designed to improve the students’ pronunciation so that they can be understood more clearly. Listening to various North American accents is also part of the course to enable students to better understand people in everyday interactions. This is offered to Beginner, Basic and Low Intermediate levels. (3 hours per week)

7. **S.T.E.M. Vocabulary**: S.T.E.M. is an acronym that is used worldwide for Science, Technology, Engineering and Mathematics. This course will help the student gain vocabulary that is directly related to these fields. This is a 7-week course that will meet twice a week for a total of 3 hours per week. This course is offered to the Intermediate and Advanced level students. (3 hours per week)
8. **Study Skills**: This course is designed to provide students in the entry levels with practical strategies that will help them better develop their study skills and achieve greater academic success. These skills can then be applied to academic coursework. The course is designed to be hands-on and will require students to use technology. (3 hours per week)

9. **University Bound Workshop**: This course helps the student to learn how to apply to universities and colleges. How to find and apply to various colleges and universities is a main focus of this course. This course will help students to improve their chances to get into the program they want. The students will learn what universities are looking for and how to write an essay as an authentic candidate to improve her/his chances with universities’ admissions’ departments. This is a 7-week course that meets for 3 hours each week. It is offered to High Intermediate and Advanced level students. (3 hours per week)

**C. Exam Preparation Courses:**

1. **Introduction to IELTS (The International English Language Testing System)**: This is designed to measure the language ability of candidates who want to work or study where English is the language of communication. This course helps students to become familiar with the format of the exam and how to best take the exam to score the best they can. It is offered to students that are in the Intermediate and Advanced levels. (3 hours per week)

2. **Introduction to TOEFL (The Testing of English as a Foreign Language)**: This is designed to measure the language ability of candidates who want to work or study where English is the language of communication. This course helps students to become familiar with the format of the exam and how to best take the exam to score the best they can. It is offered to students that are in the Intermediate and Advanced levels. (3 hours per week)

3. **IELTS Workshop**: This is designed to measure the language ability of candidates who want to work or study where English is the language of communication. This course provides students ample practice and strategies on how to best take the exam to score the best they can. This course meets 3 times a week. It is offered to students that are in the Advanced levels. (6 hours per week)

4. **TOEFL Workshop**: This is designed to measure the language ability of candidates who want to work or study where English is the language of communication. This course provides students ample practice and strategies on how to best take the exam to score the best they can. This course meets 3 times a week. It is offered to students that are in the Advanced levels. (6 hours per week)

*For complete course descriptions and outcomes, please visit our website:*

http://www.ncas.rutgers.edu/pals
The Advanced Academic Program Description

This level is the highest level that our program offers to students who are almost ready to enter college or university. Students learn to think critically and creatively as they conduct research into various scholarly contexts. These courses are designed for International students who want abundant practice with assignments similar to those that would be required in university courses. This is a 7-week program that meets for 21 hours per week. There are three intensive courses that help prepare students for higher studies and an elective of the student’s choice. This program is offered to Advanced level students only.

This course will give instruction in the following areas:

- Advanced Academic Writing and Research 6 hours a week
- Advanced Reading for Research 6 hours a week
- Advanced Academic Presentation Skills 6 hours a week
- Elective 3 hours a week

Class Hours: Courses are scheduled from 8:30 am to 3:50 pm. Schedules may vary each session.

The IELTS Preparation Program Description

The International English Language Testing System (IELTS) Preparation Program is for students who wish to study at a university or college in the United States. This program will enhance students’ usage of English and will help them use strategies to take the IELTS exam. This is a 7-week intensive program which meets 24 hours each week which meets 24 hours each week. This program is offered to Advanced level students only.

This program will give instruction in the following areas:

- Listening and Speaking 6 hours a week
- Vocabulary and Reading 6 hours a week
- Structure and Writing 6 hours a week
- IELTS Lab 6 hours a week

Class Hours: Courses are scheduled from 8:30 A.M. - 3:50 P.M. Schedules may vary each session.

During this 7-week preparation program, students build their academic language proficiency as well as acquire skills and strategies needed to successfully pass the IELTS test. Students take a practice test and get their initial score. Students will engage in intensive study for the IELTS, culminating with a final test. Class sizes are usually small, which allows for PALS instructors to individualize instruction more often.

All class instruction is reinforced with practice in the PALS Computer Lab.
The TOEFL Preparation Program Description

The Test of English as a Foreign Language (TOEFL) Preparation Program is for students who wish to study at a university or college in the United States. This program will enhance students’ usage of English and will help them use strategies to successfully pass the TOEFL exam. This is a 7-week intensive program which meets 24 hours each week. This program is offered to Advanced level students only.

This program will give instruction in the following areas:

- Listening & Speaking 6 hours a week
- Vocabulary & Reading 6 hours a week
- Structure & Writing 6 hours a week
- TOEFL iBT 6 hours a week

Class Hours: Courses are scheduled from 8:30 am to 3:50 pm. Schedules may vary each session.

During this 7-week preparation program, students build their academic language proficiency as well as acquire skills and strategies needed to successfully pass the TOEFL test. Students take a practice test and get their initial score. Students will engage in intensive study, culminating with a final test. Students wishing to enter either Rutgers University – Newark or the New Jersey Institute of Technology as an undergraduate may be eligible to enter either university with a score of 79 or higher on the PALS TOEFL test, pending the fulfillment of other university requirements. PALS also issues a certificate of completion for students to use in their home countries. Class sizes are usually small, which allows for PALS instructors to individualize instruction. After successfully completing the TOEFL course, students should be able to pass the TOEFL test with a score of 79 or higher.

All class instruction is reinforced with practice in the PALS Computer Lab.

For complete course descriptions and outcomes, please visit our website:
http://www.ncas.rutgers.edu/pals
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INTENTIONALLY
APPLICATION FOR NEW STUDENT ENROLLMENT 2016-2017 (F-1 Applicant)

INSTRUCTIONS: Complete numbers 1 to 10

1. Name ________________________________________________________________
   (Family Name) (First) (Middle)

2. Complete address in home country: __________________________________________

   Telephone: ___________________                      E-mail: ___________________

3. Address and phone number in U.S. (if known) where we can contact you:
   Name: ________________________
   Email: ____________________________
   Address: __________________________________________________________________________
   Telephone: ___________________                      Cellphone: ________________________________

4. Male [___]   Female [___]

5. Birth Date ____________________
   (Month/ Day/ Year)


8. How long do you plan to study at PALS? ________________________________

9. CALENDAR: Mark X on line below for session:

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>I-20 DEADLINE</th>
<th>PLACEMENT TEST</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL I. SEPT. 12 to OCT. 28, 2016</td>
<td>August 01</td>
<td>September 01</td>
<td>September 08</td>
</tr>
<tr>
<td>FALL II. NOV. 3 to DEC. 23, 2016</td>
<td>October 04</td>
<td>October 21</td>
<td>November 01</td>
</tr>
<tr>
<td>SPR I. JAN. 09 to FEB 27, 2017</td>
<td>December 08</td>
<td>January 04</td>
<td>January 06</td>
</tr>
<tr>
<td>SPR II. MAR. 06 to APR. 21, 2017</td>
<td>February 08</td>
<td>February 24</td>
<td>March 03</td>
</tr>
<tr>
<td>SUM I. MAY 08 to JUNE 23, 2017</td>
<td>April 03</td>
<td>April 24</td>
<td>May 04</td>
</tr>
<tr>
<td>SUM II. JULY 05 to AUG. 22, 2017</td>
<td>June 05</td>
<td>June 26</td>
<td>June 30</td>
</tr>
</tbody>
</table>

10. REGISTRATION (F-1 students must take a minimum of 21 hours a week):

   STATUS

   Mark X next to your status (Choose one only):

   Full Time (with Elective)       Advanced Academic Program (with Elective)
   ___ 21 hours a week – 7 weeks ___ 21 hours a week – 7 weeks

   IELTS Preparation Program      TOEFL Preparation Program
   ___ 24 hours a week – 7 weeks ___ 24 hours a week – 7 weeks
PALS INTENSIVE COURSES

Mark X next to your courses (F-1 students are required to take all four):
OFFERED ALL YEAR ROUND

_____ Reading - 3 hours a week  _____ Grammar - 3 hours a week

_____ Writing - 6 hours a week  _____ Listening & Speaking - 6 hours a week

ELECTIVES

Mark X next to your choice of elective(s):

Session I Electives (Fall - September, Spring - January, Summer - May):

(Open to all levels)  (Intermediate & Advanced)  (Intermediate & Advanced)
Study Skills  Accent Reduction  Business English
_____ 3 hours a week  _____ 3 hours a week  _____ 3 hours a week

Speaking Clearly  S.T.E.M. Vocabulary  University Bound
_____ 3 hours a week  _____ 3 hours a week  _____ 3 hours a week

Session II Electives (Fall - November, Spring - March, Summer - July):

(Open to all levels)  (Intermediate & Advanced)  (Intermediate & Advanced)
American Culture  Accent Reduction  Medical English
_____ 3 hours a week  _____ 3 hours a week  _____ 3 hours a week

Speaking Clearly  Idioms
_____ 3 hours a week  _____ 3 hours a week

TEST PREPARATION ELECTIVES

These are offered for Intermediate and/or Advanced level students only:

Introduction to IELTS  IELTS Workshop
_____ 3 hours a week  _____ 6 hours a week

Introduction to TOEFL  TOEFL Workshop
_____ 3 hours a week  _____ 6 hours a week
PALS POLICIES & REGULATIONS

**GRADING POLICY:** PALS uses the following grading system in our classes. In order for a student to successfully pass a course and move to the next level, it is recommended that a student earn a B or higher. However, students may proceed to the next level with a grade of C or higher. Any student receiving a D or F must repeat the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

**ATTENDANCE POLICY:** PALS students are expected to attend all scheduled class meetings. After the first two absences, one letter grade is deducted for each absence. Two late arrivals/early departures are equivalent to one absence. After five absences, the student is given an automatic F and must repeat the course.

Doctor and legal appointments should be scheduled outside of class time. Only serious medical emergencies will be considered as excused absences.

**F-1 students:** F-1 students must present written documentation in the form of a doctor’s note, court document, or some such certified document.

**ACADEMIC POLICIES:**

1. **Academic Probation**
   - Any student who fails to pass a course after 2 attempts is automatically placed on probation and must move down an academic level for that course.
   - Any student who has more than 2 unexcused absences per class in 3 or more courses per session may be placed on academic probation.
   - Any student who earns 3 or more failing grades (D or F) per session is automatically on academic probation.

2. **Academic Dismissal**
   - Once on probation for earning 3 or more failing grades, students have one additional session to improve their GPA; otherwise, they may be dismissed from the program.
   - Any student on academic probation due to attendance who has more than 2 unexcused absences may be dismissed and may have their visa terminated.
   - Any student who plagiarizes while on probation may be subject to dismissal.

**PLAGIARISM POLICY:** PALS upholds all Rutgers University ethical standards related to academic integrity, including plagiarism. Students who are caught plagiarizing may be expelled from PALS. For Rutgers Policy on Academic Integrity, please see: http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/
DISMISSAL POLICY: Students may also be dismissed from the Program in American Language Studies due to:

- Improper conduct, including, but not limited to: terrorist threats, physical violence, exceedingly and/or continuously disruptive behavior, and discriminatory remarks based on race, gender, religion, and sexual preference.

WITHDRAWALS: Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office in writing of the reason for withdrawal. The date the PALS Office receives such written notice shall be considered the date of withdrawal. Students who stop attending class without officially withdrawing may earn an F.

FAILURE TO REPORT: A student who does not report for the PALS session for which he/she has registered has 2 weeks following the start of the session to contact the PALS Office to submit his/her written withdrawal from that session and has the opportunity to register with the same tuition immediately in the following session. After 2 weeks, the student has to register again and pay full tuition and the pertinent fees. If the student does not submit a written withdrawal and reserve the right to continue in the session immediately following, he/she will not receive any refund.

REFUNDS AND DEPOSITS: Students who withdraw three business days prior to the first day of class will receive a full refund minus the application fee and placement exam fee. Students who withdraw days 1 to 5 of the session will receive a refund of 50%, minus the application fee and the placement exam fee. Students who withdraw after day 5 will not receive any refund.

Transfer requests must be received in writing. Tuition cannot be transferred from one student to another.

STUDENT (F-1) VISA

Keep in mind that the I-20 does not automatically grant you the F-1 Visa. You MUST schedule an interview with the U.S. embassy in your home country to obtain the student visa. A student who does not report for a PALS session because he/she has been denied a student (F-1) visa has 4 weeks to notify the PALS Office. If the student does not notify the office within 4 weeks, the student has to apply again with payment of application and processing fees. Application and processing fees are non-refundable.

IMPORTANT INFORMATION FOR F-1 VISA HOLDERS / APPLICANTS:

1. You must attend classes.
2. You must study a minimum of 21 hours per week
3. All F-1 students, spouses and dependent children are required to purchase Rutgers student health insurance.

I have read and understand the above Academic Policies. I agree to adhere to all Rutgers University and Program in American Language Studies policies and procedures governing students, including, but not limited to, the University Code of Student Conduct, the Academic Integrity Policy, and all policies outlined in the RU-Newark Undergraduate Catalog: http://catalogs.rutgers.edu/generated/nwk-ug_0608/pg23578.html

I understand that decisions regarding visas and immigration status are made by the U.S. Government. I understand registration in the Program in American Language Studies (Newark Campus) does not imply acceptance into any other divisions of Rutgers, The State University of New Jersey.

____________________________________ ______________________
Signature Date
PALS AFFIDAVIT OF SUPPORT
FOREIGN 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
2. Country of Citizenship ______________________________________________________
3. City & Country of Birth _____________________________________________________
   City Country
4. Date of Birth ___________________________ 5. Sex: Male ____ Female ____
   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. [Include copy of passport page with dependents name and date of birth]
   Name: Family Name, First [MO/DATE/YR] Date of Birth Country of Citizenship Relationship to the F-1 Student
   ___________________________ ___________________________ ___________________________ ___________________________
   ___________________________ ___________________________ ___________________________ ___________________________

8. Total amount in U.S. dollars you plan to bring with you. $__________
   (Tuition, fees and books must be paid by the beginning of each session)
9. Source for emergency funds within the U.S. ________________________________

ESTIMATED EXPENSES (2016-2017) One Academic Year 1 Semester

<table>
<thead>
<tr>
<th></th>
<th>(6 Sessions)</th>
<th>(2 Sessions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION</td>
<td>$10,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>HOUSING/LIVING</td>
<td>$21,000.00*</td>
<td>$7,000.00*</td>
</tr>
<tr>
<td>OTHER FEES</td>
<td>$350.00*</td>
<td>$350.00*</td>
</tr>
<tr>
<td>BOOKS &amp; SUPPLIES</td>
<td>$1,200.00*</td>
<td>$400.00*</td>
</tr>
<tr>
<td>COMPUTER FEE</td>
<td>$289.50*</td>
<td>$96.50*</td>
</tr>
<tr>
<td>STUDENT SCHOOL ID</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>RUTGERS MEDICAL INSURANCE</td>
<td>$2,478.28*</td>
<td>$748.16*</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$35,837.78*</td>
<td>$12,114.66*</td>
</tr>
</tbody>
</table>

Students bringing dependents [spouse and/or child(ren) only] add an additional $6,500.00 for spouse and $4,750.00 per child – PER ACADEMIC YEAR.

*Price subject to change
AFFIDAVIT OF SPONSORSHIP

SECTION A: PARENTS/OR SPONSOR:
Complete Sponsor completes Section A and Student signs and dates below.

This is to confirm that I, ______________________________________, residing at
(Sponsor’s Name)

(Number & Street Address) (City) (State) (Zip Code) (Country)
assuming financial responsibility for the expenses of ____________________________ while
(Student’s Name)
s/he is enrolled at Rutgers University – Newark in PALS.

OTHER DEPENDENTS: (The names of all persons you have previously submitted affidavits for.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:
Student completes Sections B then signs and dates below.

This is to confirm that I, ______________________________________, residing at
(Student’s Name)

(Number & Street Address) (City) (State) (Zip Code) (Country)
financially able to pay all expenses while I am a student at Rutgers University in the P.A.L.S. program,
Rutgers-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 original accompanied by an official English translation and amounts listed 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. (PHOTOCOPIES ARE NOT ACCEPTABLE.)

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 account was established
     2. Present balance
     3. MUST BE IN ENGLISH
   • 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 form 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, what do you want us to do with the I-20?

___ Mail I-20 directly to:
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.

___ Do not mail I-20: It will be picked up by (Name) ____________________________
Telephone number is ____________________________
Pick Up I-20 at: Program in American Language Studies (PALS), Conklin Hall - Room 226

Program in American Language Studies
[PALS/ESL]
Conklin Hall, Room 226
Rutgers, The State University of New Jersey
175 University Avenue
Newark, NJ 07102-1814

http://www.ncas.rutgers.edu/pals
pals@andromeda.rutgers.edu
p. 973-353-5013
f. 973-353-1438

Supporting Evidence

The sponsor must submit evidence of income and resources. All documents must be original accompanied by an official English translation and amounts listed 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. (PHOTOCOPIES ARE NOT ACCEPTABLE.)

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   • 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

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Telephone number is ____________________________
Pick Up I-20 at: Program in American Language Studies (PALS), Conklin Hall - Room 226
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INTENTIONALLY
STUDENT MEDICAL INSURANCE
United Health Care Student Resource Plan: PPO

All F-1 PALS students are required to purchase Rutgers Student Medical Insurance. Insurance must also be purchased for all dependents (wife/husband and children) accompanying the student to the United States.

NO OTHER INSURANCE WILL BE ACCEPTED.

As of August 2015, the cost for student medical insurance is:

<table>
<thead>
<tr>
<th>Sessions I, II, III, IV, V, VI</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PALS Student*</td>
<td></td>
</tr>
<tr>
<td>$374.08/sess. ($46.76/Week)*</td>
<td>$ 2,478.28</td>
</tr>
<tr>
<td>B. Spouse/Domestic Partner</td>
<td></td>
</tr>
<tr>
<td>$310.08/sess. ($38.76/Week)*</td>
<td>$ 2,054.28</td>
</tr>
<tr>
<td>C. Each Child</td>
<td></td>
</tr>
<tr>
<td>$310.08/sess. ($38.76/Week)*</td>
<td>$ 2,054.28</td>
</tr>
</tbody>
</table>

*Amount includes both 1) Health Services Plus Plan, which gives access to the Rutgers University Health Center; and 2) Major Medical with RX Card, for Accident/Injury and Sickness. Dental and Vision are NOT included. Dental and Vision plans can be purchased separately. This fee is charged each session. Dependents are not qualified to use the Rutgers University Health Center.

DATES OF COVERAGE:

<table>
<thead>
<tr>
<th></th>
<th>Coverage Dates</th>
<th>Weeks</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL</td>
<td>Session I - September 12, 2016 to November 6, 2016</td>
<td>8 Weeks</td>
<td>$374.08</td>
</tr>
<tr>
<td></td>
<td>Session II - November 3, 2016 to January 11, 2017</td>
<td>10 Weeks</td>
<td>$467.60</td>
</tr>
<tr>
<td>SPRING</td>
<td>Session I - January 9, 2017 to March 5, 2017</td>
<td>8 Weeks</td>
<td>$374.08</td>
</tr>
<tr>
<td></td>
<td>Session II - March 6, 2017 to May 7, 2017</td>
<td>9 Weeks</td>
<td>$420.84</td>
</tr>
<tr>
<td>SUMMER</td>
<td>Session I - May 8, 2017 to July 9, 2017</td>
<td>9 Weeks</td>
<td>$420.84</td>
</tr>
<tr>
<td></td>
<td>Session II - July 5, 2017 – September 12, 2017</td>
<td>10 Weeks</td>
<td>$467.60</td>
</tr>
<tr>
<td>ANNUAL</td>
<td>September 12, 2016 to September 12, 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Price subject to change

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

Angela Logan
Manager Student Insurance
Rutgers University
11 Bishop Place, New Brunswick, NJ 08901
848.932.9053
anglogan@echo.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 you will be given a room on campus. 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   E-mail: reslife@newark.rutgers.edu
Fax: (973) 353-1032   Internet: http://housing.newark.rutgers.edu

IMPORTANT: Be sure to tell them that you are a PALS student.

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: http://www.hamptoninnandsuitesnewark.com
  - Located less than 1.5 miles from Rutgers Campus!
  - Complimentary hotel shuttle service from Newark Liberty International Airport, Penn Station, and Harrison PATH station.

- **YMCA**
  The Y is located three short blocks from Rutgers University. For room information visit their website
  - http://www.newarkymca.org/lodging.cfm

  YMCA
  600 Broad Street
  Newark, New Jersey 07102 USA
  Telephone: (973) 624-8900 ext. 6856 /
  Email: 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*

Rates

Rutgers University – Newark Housing Rate Information

These are the room rates approved by the University Board of Governors for the 2016-2017 academic year.

Undergraduate Housing

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Talbott Apartments</td>
<td>$8,476.00</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Double Room, Academic Contract*</td>
<td>$8,476.00</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Single Room, Academic Contract*</td>
<td>$9,054.00</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Woodward Hall</td>
<td>$8,096.00</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Double Room, Academic Year Contract*</td>
<td>$8,096.00</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Square</td>
<td>$9,226.00</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Double Room, Academic Year Contract*</td>
<td>$9,226.00</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Room, Academic Year Contract*</td>
<td>$9,760.00</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Housing</td>
<td>$1,114.00 per month - $1,234.00 per month</td>
<td>2016-2017</td>
</tr>
<tr>
<td>1 Bedroom Apartment</td>
<td>$1,114.00 per month</td>
<td>2016-2017</td>
</tr>
<tr>
<td>Efficiency (studio)</td>
<td>$847.00 per month</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Residence</th>
<th>Rate</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>PALS Program</td>
<td>$1,933.00</td>
<td>2016-2017</td>
</tr>
<tr>
<td>7-Week Program Accommodation</td>
<td>$1,933.00</td>
<td>2016-2017</td>
</tr>
</tbody>
</table>

*Price subject to change

For complete housing information and rates, please visit: [http://housing.newark.rutgers.edu](http://housing.newark.rutgers.edu)