INSTRUCTIONS TO APPLY TO PALS

NON F-1 APPLICATION

SUBMIT:  A. PALS Application Form  
B. Copy of high school diploma or GED OR College diploma or transcript.  
C. Copy of Identification (Examples: Passport page with student’s name and date of birth; Driver’s License; Permanent Resident Card)  
D. Application Fee (Non-Refundable): $100.00  
E. Placement Exam Fee (Non-Refundable): $100.00  
F. Copy of Visa Page (If applicable)

MUST SUBMIT ALL DOCUMENTS TO TAKE THE PLACEMENT EXAM

COSTS:

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</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>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>$20.00 – $50.00</td>
</tr>
</tbody>
</table>

EVERY 7 WEEKS

Full Time:
- INTENSIVE Tuition (21 hours) with 3-hours required elective: $1,750.00
- Advanced Academic Program (21 hours) with 3-hours required elective: $1,750.00
- TOEFL Preparation Program Tuition (24 hours): $2,500.00
- IELTS Preparation Program Tuition (24 hours): $2,500.00

Part Time:
- 18 hours per week (by permission only): $1,600.00
- 15 hours per week: $1,450.00
- 12 hours per week: $1,300.00
- 9 hours per week: $1,150.00
- 6 hours per week: $1,000.00
- 3 hours per week: $850.00
- TOEFL Workshop Course (6 hours): $600.00
- IELTS Workshop Course (6 hours): $600.00
- Introduction to TOEFL (3 hours): $300.00
- Introduction to IELTS (3 hours): $300.00

Electives:
- 3 Hours per week: $300.00
- 6 Hours per week: $600.00

* Price subject to change

NOTE: B1/B2 and F2 Visa can ONLY STUDY PART TIME (Maximum 15 Hours)

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

METHOD OF PAYMENT:
1. All payments in US 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
Other (Non 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 ONE of the following documents:
   1. Passport Page
   2. Driver’s License
   3. Permanent Resident Card

☐ I have submitted the non-refundable application and placement fee of $200.00
   (Make Check & Money order payable to “Rutgers University”)

☐ I have submitted the mailing fee of $50.00 (If applicable)
   (Make Check & Money order payable to “Rutgers University”)

☐ I have submitted a copy of my visa page (If applicable)

SUBMIT ALL DOCUMENTS AND FEES TO:   PALS
Rutgers University - Newark
Conklin Hall, Room 226
175 University Avenue
Newark, NJ 07102

PLEASE NOTE:  Incomplete applications will not be accepted. We must receive all papers 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 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 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](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 context. 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
APPLICATION FOR NEW STUDENT ENROLLMENT 2016-2017 (NON F-1 Applicant)

INSTRUCTIONS: Complete numbers 1 to 9

Date ____________________________  RUID# (Office Use Only) __________________________

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

2. Address and phone number in U.S. where we can contact you:
   Address: __________________________________________________________________________
   Telephone: ____________________ Cellphone: ____________________ Email: ____________________

3. Male [___] Female [___]

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

5. Country of Birth __________________________

6. Country of Citizenship __________________________

7. If you are now in the United States, what visa/immigration status do you have?
   Alien Resident (Green Card) [___]  (Student) F-1 ___ School: _________________________  F-2 ___
   Other Type ____________________________  I-94 Expiration Date _________________________

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

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>REGISTRATION &amp; PAYMENT</th>
<th>PLACEMENT TEST</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL I. SEPT. 12 – OCT. 28, 2016</td>
<td>August 12</td>
<td>September 01</td>
<td>September 08</td>
</tr>
<tr>
<td>FALL II. NOV. 03 – DEC. 23, 2016</td>
<td>October 13</td>
<td>October 21</td>
<td>November 01</td>
</tr>
<tr>
<td>SPR I. JAN. 09 – FEB. 27, 2017</td>
<td>December 14</td>
<td>January 04</td>
<td>January 06</td>
</tr>
<tr>
<td>SPR II. MAR.06 – APR. 21, 2017</td>
<td>February 15</td>
<td>February 24</td>
<td>March 03</td>
</tr>
<tr>
<td>SUM I. MAY 08 – JUNE 23, 2017</td>
<td>April 10</td>
<td>April 24</td>
<td>May 04</td>
</tr>
<tr>
<td>SUM II. JULY 05 – AUG. 22, 2017</td>
<td>June 16</td>
<td>June 26</td>
<td>June 30</td>
</tr>
</tbody>
</table>

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

STATUS

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

<table>
<thead>
<tr>
<th>Full Time (with Elective)</th>
<th>Advanced Academic Program (with Elective)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 hours a week – 7 weeks</td>
<td>21 hours a week – 7 weeks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>IELTS Preparation Program</th>
<th>TOEFL Preparation Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hours a week – 7 weeks</td>
<td>24 hours a week – 7 weeks</td>
</tr>
</tbody>
</table>
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>83-86</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>C</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</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.

**Academic Policies:**

1. **Academic Probation**
   - Any student who fails to pass a course after 2 attempts is automatically place 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 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.

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](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