INSTRUCTIONS TO APPLY TO PALS

TRANSFER STUDENT WITH F-1 VISA

SUBMIT:
A. PALS Application Form
B. Minimum Requirement – Copy of high school diploma, GED OR College diploma or transcript.
C. Copy of passport page with student’s name and date of birth AND F-1 Visa Page
D. Copy of 1-94 Record
E. Copy of I-20 Form – Pages 1-3
F. International Student Advisor’s Report completed by current of most recently attended school (Page 15)
G. 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 $11,760.00* for 4 month visa (See Supporting Evidence Page [Page 13] for more details)
H. Application Fee (Non-Refundable): $100.00
I. University SEVIS Fee (Non-Refundable): $100.00
J. Copy of Marriage Certificate (Only applicable if you have a Spouse on F-2 Visa)
K. Copy of Passport page for all dependents (Only applicable for F-2 dependents)
L. Express Mailing fee of $50.00 (Only applicable if mailing documents overseas)

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>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application 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>$344.80 – $431.00*</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>$50.00</td>
</tr>
</tbody>
</table>

TUITION:

7 WEEKS
INTENSIVE Tuition (21 Hours) with 3-Hours required elective      $1,700.00
TOEFL Preparation Course Tuition (24 Hours)                      $2,400.00

14 WEEKS
English for Academic Purposes (21 Hours) with Strategies          $3,400.00

Rutgers Medical Insurance is required for F-1 students and dependents (See Page 15)

* Price subject to change

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
F-1 Transfer 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 AND Visa Page(s)

☐ I have provided an original bank document on bank letterhead from my sponsor in English showing a minimum balance of $11,760.00 OR an official sponsor letter from my sponsoring organization (See page 13 for more details)

☐ My sponsor has completed and signed the affidavit of support (Page 12)

☐ I have submitted a copy of current I-20 (Pages 1 and 3)

☐ I have submitted a copy of current I-94

☐ I have submitted the non-refundable application fee of $100.00 (Make Check & Money order payable to “Rutgers University”)

☐ I have submitted the non-refundable University SEVIS fee of $100.00 (Make Check & Money order payable to “Rutgers University”)

☐ I have submitted the International Advisor’s Report completed by the International Student Advisor at current or most recent school (Page 16)

☐ 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 FOR F-2 VISA)

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 papers to process your application.
PALS INTENSIVE PROGRAM

8 Proficiency Levels

<table>
<thead>
<tr>
<th>Beginners</th>
<th>Low Intermediate</th>
<th>Low Advanced</th>
<th>English for Academic Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic</td>
<td>High Intermediate</td>
<td>High Advanced</td>
<td>TOEFL</td>
</tr>
</tbody>
</table>

Class Schedule: Each course meets 2 days each week. Schedules are provided to students on the day of orientation.

Class Hours: Courses are scheduled from 8:30 AM – 3:50 PM. Schedules vary each session.

COURSE DESCRIPTIONS

1. Listening/Speaking: PALS listening and speaking courses provide 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 as well 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 speaking and frequently make recordings online, which are assessed by their peers and instructors.

2. Reading: PALS reading courses provide 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 learning and remembering new vocabulary.

3. Grammar: PALS grammar courses are taught using the communicative approach and focus on using grammar to communicate. PALS teachers use implicit and explicit approaches to teaching 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.

4. Writing: PALS writing courses take 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.

5. Study Skills I: 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.
6. **Study Skills II**: This course is designed to provide students in the more advanced 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.

7. **Strategies**: This course provides instruction and guided practice in multiple academic skills including: note-taking, group and pair discussion, presentation development and delivery, vocabulary development, and asking/answering questions. This course requires successful completion of Low Advanced Listening & Speaking and Low Advanced Writing.

8. **Vocabulary**: This course is designed to increase vocabulary and introduce students to strategies, which will assist in independent vocabulary development. Through reading and meaningful activities, students will be exposed to word families, prefixes, suffixes, and academic vocabulary. The development of vocabulary allows students to be more successful in reading and writing. Due to the level of reading, this course requires successful completion of Basic Reading or higher.

9. **Pronunciation**: PALS Pronunciation courses complement PALS speaking courses and focus on the appropriate articulation of vowels and consonants in the novice levels, and on stress, rhythm and intonation in the intermediate and advanced levels. **Pronunciation courses are electives only and cannot be taken in place of a speaking course**

10. **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 Beginners, Basic and Low Intermediate levels

11. **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 Low Intermediate, High Intermediate, Low Advanced, High Advanced and English for Academic Purposes (EAP) levels.

12. **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 Low Intermediate, High Intermediate, Low Advanced, High Advanced EAP levels.

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

http://www.ncas.rutgers.edu/pals
The TOEFL Preparation Course Description

The TOEFL Preparation Course is for students who wish to study at a university or college in the United States. This course will enhance students’ usage of the English language and will help them use strategies to successfully pass the TOEFL exam. This is a 7-week intensive course.

This course 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
- **TOEFL iBT** 6 hours a week

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

**COURSE DESCRIPTIONS**

During this 7-week preparation class, students build their academic language proficiency as well as acquire skills and strategies needed to successfully pass the TOEFL test. During the first week of class, students take a practice test and get their initial score. The next six weeks, students engage in intensive study, culminating with a final week of testing. Students wishing to enter either Rutgers--Newark or NJIT as an undergraduate may be eligible to enter either university with a score of 79 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, approximately 7-10 students, which allows for PALS instructors to individualize instruction more often. After 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](http://www.ncas.rutgers.edu/pals)
APPLICATION FOR NEW STUDENT ENROLLMENT 2015-2016 (F-1 TRANSFER)

INSTRUCTIONS: Complete numbers 1 to 10

Date ________________________ RUID# (Office Use Only) ______________________

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: ________________________ Cellphone: ________________________________
   Telephone: ___________________

4. Male [___] Female [___]

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

6. Country of Birth ______________________

7. Country of Citizenship ______________________

8. How long do you plan to study at the PALS Program? ____________________________

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>I. SEPT. 01 – OCT. 19, 2015</td>
<td>July 31</td>
<td>August 25</td>
<td>August 27</td>
</tr>
<tr>
<td>II. OCT. 26 – DEC. 15, 2015</td>
<td>September 25</td>
<td>October 20</td>
<td>October 22</td>
</tr>
<tr>
<td>III. JAN. 19 – MAR. 7, 2016</td>
<td>December 18</td>
<td>January 12</td>
<td>January 14</td>
</tr>
<tr>
<td>IV. MAR. 14 – APR. 28, 2016</td>
<td>February 12</td>
<td>March 08</td>
<td>March 10</td>
</tr>
<tr>
<td>V. MAY 05 – JUNE 22, 2016</td>
<td>April 05</td>
<td>May 02</td>
<td>May 04</td>
</tr>
<tr>
<td>VI. JULY 11 – AUG. 26, 2016</td>
<td>June 10</td>
<td>July 07</td>
<td>July 08</td>
</tr>
</tbody>
</table>

10. REGISTRATION - Mark X next to your status, courses and electives:

<table>
<thead>
<tr>
<th>STATUS</th>
<th>COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. _____ Full Time with Elective (21 HRS) – 7 Weeks</td>
<td>PALS INTENSIVE PROGRAM</td>
</tr>
<tr>
<td>B. _____ English for Academic Purposes (EAP) &amp; Strategies (21 Hours) – 14 Weeks</td>
<td>1. _____ Reading 3 Hours</td>
</tr>
<tr>
<td>C. _____ TOEFL Preparation Course (24 Hours) – 7 Weeks</td>
<td>2. _____ Writing 6 Hours</td>
</tr>
</tbody>
</table>

| ELECTIVES |
| _____ TOEFL Workshop 6 Hours |
| _____ IELTS Workshop 6 Hours |
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.

*Students are NOT allowed to skip levels*

<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. One letter grade is deducted for each absence after the first two. 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 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 (or semester if EAP) may be placed on academic probation.
   - Any student who earns 3 or more failing grades (D or F) per session (or semester if EAP) 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 the next session 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 the PALS program. 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 prior to the first day of class will receive a full refund less the application fee. Students who withdraw days 1-5 of the session will receive a refund of 50% less the application 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 US 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 conform to all the academic policies and regulations established by Rutgers University and the Program in American Language Studies. 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
THIS PAGE INTENTIONALLY LEFT BLANK
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** ___________________________
   - **Month**
   - **Day**
   - **Year**

5. **Sex:**
   - Male ____
   - Female ____

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]

<table>
<thead>
<tr>
<th>Name: Family, First</th>
<th>Date of Birth</th>
<th>Country of Birth</th>
<th>Country of Citizenship</th>
<th>Relationship to the F-1 Student</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>[MO/DATE/YR]</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

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 (2015-2016)**

<table>
<thead>
<tr>
<th></th>
<th>One Academic Year</th>
<th>1 Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>(6 Sessions)</em></td>
<td><em>(2 Sessions)</em></td>
</tr>
<tr>
<td><strong>TUITION</strong></td>
<td>$ 9,900.00</td>
<td>$ 3,300.00</td>
</tr>
<tr>
<td><strong>HOUSING/LIVING</strong></td>
<td>$ 21,000.00*</td>
<td>$ 7,000.00*</td>
</tr>
<tr>
<td><strong>OTHER FEES</strong></td>
<td>$ 250.00*</td>
<td>$ 250.00*</td>
</tr>
<tr>
<td><strong>BOOKS &amp; SUPPLIES</strong></td>
<td>$ 1,200.00*</td>
<td>$ 400.00*</td>
</tr>
<tr>
<td><strong>COMPUTER FEE</strong></td>
<td>$ 289.50*</td>
<td>$ 96.50*</td>
</tr>
<tr>
<td><strong>STUDENT SCHOOL ID</strong></td>
<td>$ 20.00</td>
<td>$ 20.00</td>
</tr>
<tr>
<td><strong>RUTGERS MEDICAL INSURANCE</strong></td>
<td>$ 2,068.00*</td>
<td>$ 689.60*</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$34,728.30*</td>
<td>$ 11,756.10*</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 Section A

This is to confirm that I, ___________________________________, residing at ____________________________________, am assuming financial responsibility for the expenses of __________________________ while s/he is enrolled at Rutgers University in the P.A.L.S. program, Newark Campus.

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>
<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:

Complete Sections A and B and sign below.

This is to confirm that I, ___________________________________, residing at ____________________________________, am 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 **originals** 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. SHOULD 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 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**

- 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
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></th>
<th>SESS. I, II, III, IV, V, VI</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. PALS Student*</td>
<td>$344.80/sess. ($43.10/Week)*</td>
<td>$2,284.30</td>
</tr>
<tr>
<td>B. Spouse/Domestic Partner</td>
<td>$288.80/sess. ($36.10/Week)*</td>
<td>$1,913.30</td>
</tr>
<tr>
<td>C. Each Child</td>
<td>$288.80/sess. ($36.10/Week)*</td>
<td>$1,913.30</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 is 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 1, 2015 to October 26, 2015</td>
<td>8 Weeks</td>
<td>$344.80*</td>
</tr>
<tr>
<td></td>
<td>Session II - October 26, 2015 to January 17, 2016</td>
<td>12 Weeks</td>
<td>$517.20*</td>
</tr>
<tr>
<td>SPRING</td>
<td>Session III - January 19, 2016 to March 14, 2016</td>
<td>8 Weeks</td>
<td>$344.80*</td>
</tr>
<tr>
<td></td>
<td>Session IV - March 14, 2016 to May 8, 2016</td>
<td>8 Weeks</td>
<td>$344.80*</td>
</tr>
<tr>
<td>SUMMER</td>
<td>Session V - May 5, 2016 to July 13, 2016</td>
<td>10 Weeks</td>
<td>$431.00*</td>
</tr>
<tr>
<td></td>
<td>Session VI - July 11, 2016 – September 4, 2016</td>
<td>8 Weeks</td>
<td>$344.80*</td>
</tr>
<tr>
<td>ANNUAL</td>
<td>September 1, 2015 to September 5, 2016</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
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)

- 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.

- YMWCA
  The Y is located three short blocks from Rutgers University. For room information visit their website - http://www.newarkymca.org/lodging.cfm
  YMWCA
  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 2015-2016 academic year.

**Undergraduate Housing**

<table>
<thead>
<tr>
<th>Talbott Apartments</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Room, Academic Contract*</td>
<td>$8,333.00</td>
</tr>
<tr>
<td>Single Room, Academic Contract*</td>
<td>$8,901.00</td>
</tr>
</tbody>
</table>

*The academic year contract begins from the August 2015 move-in date and continues until 24 hours after the last final exam for the Spring 2016 semester.

**The calendar year contract begins from the August 2015 move-in date and continues until July 31st, 2016. Only Graduate Students are eligible to select this contract type.

<table>
<thead>
<tr>
<th>Family Housing</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Bedroom Apartment</td>
<td>$1,114.00 per month-$1,234.00 per month</td>
</tr>
<tr>
<td>Efficiency (studio)</td>
<td>$847.00 per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PALS Program</th>
<th>2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-Week Program Accommodation</td>
<td>$1,877.00</td>
</tr>
</tbody>
</table>

For complete housing information and rates, please visit: [http://housing.newark.rutgers.edu](http://housing.newark.rutgers.edu)
INTERNATIONAL STUDENT ADVISOR’S REPORT – TRANSFER FORM

PART A
NOTE: Only non-immigrant students who have been attending school in the United States on an F-1 visa are required to submit this form.

DIRECTIONS: Complete Part A of this form. Take this form to the international student advisor at the school you attend or most recently attended to be completed. Your application is not complete until PALS receives this form along with the required financial support documents.

1. Applicant’s Name: __________________________________________________________
   Last (Family)   First   Middle

2. Address: ___________________________________________________________________
   Street                                      City                            State    Zip Code

3. I give permission for the information requested below to be sent to PALS/Rutgers University-Newark. This is for admission to Session ______ 2015/2016.
   Applicant’s Signature: ______________________________     Date: ______________

PART B
TO THE FOREIGN STUDENT ADVISOR: The student named above is applying for admission to PALS/Rutgers University-Newark. Please complete part B and fax or mail to our address.

1. Student’s SEVIS ID Number: ___________ SEVIS Release Date: __________
2. Student’s I-94 Admission Number: __________________________________________
3. Date student began studies at your institution: _____________________________
4. Most recent semester/session and year student attended your institution: _________
5. Is/was the student considered to be pursuing a full-time course of study during his/her final semester?
   YES _____    NO _____;    Please explain: _______________________________________

6. Is the student in status as an F-1 student and eligible for transfer in SEVIS?
   YES _____    NO _____;    Please explain: _______________________________________
7. Dependents in F-2 status: ___________________________________________________
8. Has the student met all financial obligations? _________________________________
9. For F-1 students: duration of program noted on I-20: ___________________________
10. Comments: _________________________________________________________________

Name: ___________________________________________ Title: _______________________
Institution/Address: _________________________________________________________________________
Telephone: ___________________________ E-mail: ___________________________
Signature: ___________________________ Date: ___________________________