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. Copy of Visa Page (If applicable)

MUST SUBMIT ALL DOCUMENTS TO TAKE THE PLACEMENT EXAM

COSTS:
Application Fee $100.00
Computer Fee (each 7-week session) $48.25*
Student School ID Fee $20.00
Express Mailing Fee – (if applicable) $20.00 – $50.00

EVERY 7 WEEKS
Full Time: INTENSIVE Tuition (21 Hours) with one required elective $1,700.00
TOEFL Preparation Course Tuition $2,400.00
English for Academic Purposes with 2 hours Strategies for Academic Success (14-week session) $3,400.00

Part Time: 18 hours per week - by permission only $1,550.00
15 hours per week $1,300.00
12 hours per week $1,225.00
9 hours per week $1,150.00
6 hours per week $1,000.00
3 hours per week $850.00
TOEFL Workshop Course $525.00
IELTS Workshop Course $525.00

* 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

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

http://www.ncas.rutgers.edu/pals
pals@andromeda.rutgers.edu
973-353-5013
973-353-1438
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 fee of $100.00
   (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 07102-1814

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>
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</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. Prounciation 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
APPLICATION FOR NEW STUDENT ENROLLMENT 2015-2016 (NON F-1 Applicant)

INSTRUCTIONS: Complete numbers 1 to 9

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>I.  SEPT. 01 – OCT. 19, 2015</td>
<td>August 10</td>
<td>August 25</td>
<td>August 27</td>
</tr>
<tr>
<td>II. OCT. 26 – DEC. 15, 2015</td>
<td>October 05</td>
<td>October 20</td>
<td>October 22</td>
</tr>
<tr>
<td>III. JAN. 19 – MAR. 7, 2016</td>
<td>December 15</td>
<td>January 12</td>
<td>January 14</td>
</tr>
<tr>
<td>IV. MAR. 14 – APR. 28, 2016</td>
<td>February 22</td>
<td>March 08</td>
<td>March 10</td>
</tr>
<tr>
<td>V.  MAY 5 – JUNE 22, 2016</td>
<td>April 15</td>
<td>May 02</td>
<td>May 04</td>
</tr>
<tr>
<td>VI. JULY 11 – AUG. 26, 2016</td>
<td>June 20</td>
<td>July 07</td>
<td>July 08</td>
</tr>
</tbody>
</table>

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

   A. _____ Full Time with Elective
      (21 HRS) – 7 Weeks
   B. _____ Part Time (Permission Only)
      (18 HRS) – 7 Weeks
   C. _____ Part Time
      (3 – 15 HRS) – 7 Weeks
   D. _____ English for Academic Purposes (EAP) & Strategies
      (21 Hours) – 14 Weeks
   E. _____ TOEFL Preparation Course
      (24 Hours) – 7 Weeks

   PALS INTENSIVE PROGRAM
   1. _____ Reading                                      3 Hours
   2. _____ Writing                                      6 Hours
   3. _____ Listening & Speaking                         6 Hours
   4. _____ Grammar                                      3 Hours
   5. _____ Study Skills I                               3 Hours
   6. _____ Study Skills II                              3 Hours
   7. _____ Strategies                                   3 Hours
   8. _____ Speaking Clearly                             3 Hours
   9. _____ Accent Reduction                             3 Hours
   10. _____ Idioms                                      3 Hours

   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*

A = 95-100
A- = 90-94
B+ = 87-89
B = 83-86
B- = 80 - 82
C+ = 75 - 79
C = 70 - 74
D = 60 - 69
F = 0-59

**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.

**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 (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 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.

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