

# MARSHALL UNIVERSITY ENGLISH LANGUAGE INSTITUTE 2020-21 ADMISSION APPLICATION

Telephone: (304) 696-6265 • Toll free: (800) 642-3499

E-mail: [international@marshall.edu](mailto:international@marshall.edu)

One John Marshall Drive, Huntington, WV 25755  
[www.marshall.edu/admissions/international](http://www.marshall.edu/admissions/international)



## STEPS TO APPLY

- 1** Complete, sign, and return the **application for admission** to Marshall University's English Language Institute to [international@marshall.edu](mailto:international@marshall.edu)
- 2** Submit the **\$150 USD non-refundable application fee**. Check or money order made payable to Marshall University. To pay by credit or debit card, please contact the Office of International Student Services.
- 3** Complete, sign, and return the **application for undergraduate or graduate admission** to Marshall University (only applicable to students who plan to enroll in a degree-seeking program after completing the Marshall University English Language Institute).
- 4** Request all **official\* academic transcripts and examination results** to be sent to Marshall University. Transcripts and exams must be sent directly from the designated school or examination official to Marshall University. All transcripts and exams must be in English and the original language and contain all academic grades and courses.

## APPLICATION DEADLINES

- **JUNE 15** – for students applying to the fall semester beginning in August
- **OCTOBER 15** – for students applying to the spring semester beginning in January
- **MARCH 15** – for students applying to the summer terms beginning in May, June, or July

### What is an Official Credential?

\***OFFICIAL** credentials or evaluations are only those received by the Marshall University admissions office directly from the issuing institution or agency. Student copies of transcripts, evaluations, faxed copies of college transcripts, or credentials sent from the applicant or any other third party are **not considered official**.

Submit all application materials to:

Marshall University • International Student Services  
One John Marshall Drive  
Huntington, WV 25755  
[international@marshall.edu](mailto:international@marshall.edu)

## AFTER ADMISSION

**5**

If requesting a Form I-20 or DS-2019, submit the Financial Certification Form at: [www.marshall.edu/iss/financialcert](http://www.marshall.edu/iss/financialcert). Submit via email a copy of your valid passport and sufficient financial documentation from all sources of funding, which may include one or more of the following: affidavit of support, bank statement, loan letter, financial guarantee letter, or scholarship award letter.

**6**

Submit enrollment deposit online at: <https://epay.marshall.edu/secure/cgi/stoenrollmentdeposit.cgi>. The enrollment deposit is refundable through May 1 for the Fall semester and December 1 for the spring semester.

**7**

Receive the Form I-20 or DS-2019. Forms I-20 and DS-2019 must be released directly to the student. Students may arrange shipping through UEMS EShip Global once the Form I-20 or DS-2019 is prepared. Students will receive instructions to pay for shipping via email.

## ADDITIONAL INFORMATION

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### English Placement

Upon arrival, students admitted to the Marshall University English Language Institute will take a placement exam to determine English level placement. Students enrolled in the Marshall University English Language Institute will have all rights, privileges, and responsibilities of all students attending Marshall University.

### Receiving Form I-20 or DS-2019

After all application materials are received, credentials will be evaluated. If admissible, a letter of admission will be sent via email to the email address specified on the application along with steps to receive the Form I-20 or DS-2019. Form I-20 or DS-2019 is required to apply for an F-1 or J-1 visa for entry to the United States. To receive the I-20 or DS-2019, students must supply the following documents after receiving the official offer letter to the Marshall University English Language Institute:

- ✓ All required admissions credentials
- ✓ Sufficient proof of financial support from all sources of funding, including Financial Certification Form and all supporting financial documents
- ✓ Copy of valid passport
- ✓ Submission of enrollment deposit

Once the Certificate of Eligibility Form I-20 or DS-2019 is issued, you will be sent shipping instructions via email. Students are required to arrange shipping through UEMS eShipGlobal to receive the Form I-20 or DS-2019. Forms I-20 and DS-2019 may not be released to agents or recruiters. Students must directly request exception requests to [iss@marshall.edu](mailto:iss@marshall.edu).

### Arrival Information

Once Form I-20 or DS-2019 is received, students should pay the I-901 SEVIS fee and make a visa appointment at the nearest embassy or consulate. Following visa issuance, new F-1 and J-1 students should plan to arrive to the United States no earlier than 30 days prior to the start of their program. If you are transferring a SEVIS record, please be sure to notify the Office of International Student Services at [iss@marshall.edu](mailto:iss@marshall.edu). Students should inform the Office of International Student Services of all travel plans by submitting the Arrival Survey at: <https://www.marshall.edu/iss/arrival-form/>. The Office of International Student Services at Marshall University provides a reliable airport pick-up service the week before every semester begins. Marshall University has two airports nearby where the Office of International Student Services staff can perform pick-ups: Huntington Tri-State Airport (HTS) and Charleston Yeager Airport (CRW). Huntington Tri-State Airport is about 15 minutes from Marshall's campus, and Charleston Yeager Airport is about 50 minutes from campus. There is an airport pick-up fee of \$50 for all pick-ups at Huntington Tri-State Airport and a \$150 fee for all pick-ups made at Charleston Yeager Airport. Requests for airport pick-up may be included with the Arrival Survey at: <https://www.marshall.edu/iss/arrival-form/>.

### Health Insurance

All international students are required to provide proof of health insurance prior to registration for each term at Marshall University. Please visit [www.marshall.edu/iss/healthinsurance](http://www.marshall.edu/iss/healthinsurance) for more information.

### Orientation & Check-In

All international students are required to check-in with the Office of International Student Services no later than the Monday following the start of classes for the semester. Failure to check-in may result in withdrawal of courses and/or termination of the Form I-20 or DS-2019. All international students are required to attend the mandatory orientation prior to the start of the program. Check-in, orientation, and arrival information can be found at: <https://www.marshall.edu/iss/arrival/>.

### Students with Disabilities

If you wish to seek accommodation for a disability or disabilities, you may contact—and submit supporting documentation to—Office of Disability Services, Marshall University, One John Marshall Drive, Prichard Hall 117, Huntington, WV 25755. Please visit [www.marshall.edu/disability](http://www.marshall.edu/disability) for more information.

### Housing & Residence Life

All freshmen and sophomores must reside on campus unless a waiver is granted. International students will receive information about applying for on-campus housing after their enrollment deposit has been paid. Please visit [www.marshall.edu/housing](http://www.marshall.edu/housing) for more information.

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# ENGLISH LANGUAGE INSTITUTE ADMISSION APPLICATION

A non-refundable **\$150 USD application fee** is required for all applications. Please submit the application fee with the application for admission. Checks may be payable to MARSHALL UNIVERSITY with the applicant name included. Submit completed applications and all required documents to:

Marshall University Office of International Student Services  
 ATTN: International Admissions – Joseph M. Gillette Welcome Center  
 One John Marshall Drive  
 Huntington, WV 25755  
[international@marshall.edu](mailto:international@marshall.edu)

**Please complete this application legibly and in black ink.**

## U.S. Social Security Number (if applicable)

Please verify this number is correct prior to submitting your application.

## PERSONAL INFORMATION

Last Name / Family Name	First Name / Given Name	Middle Name	Preferred Name
Permanent International Address			
Home City	State or Province	Home Country	Zip or Postal Code
Home Phone		Cell Phone*	
E-Mail Address	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male		Birth Date (MM/DD/YYYY) ____ / ____ / ____
If your credentials may arrive under another name, please indicate name(s) here:			
City/Town/Village of Birth	State/Province of Birth	Country of Birth	

\*By providing your cell phone number, you agree to receive text messages and other communications from Marshall University

## EMERGENCY CONTACT INFORMATION

Emergency Contact Name	Address		
City	State	Zip	Country
Phone	This person's relationship to you:		

## ADMISSION INFORMATION

<b>Term/Semester you plan to begin</b> <input type="checkbox"/> Fall <input type="checkbox"/> Spring      YEAR: 20____ <input type="checkbox"/> Summer	<b>Educational Objective in the United States:</b> <input type="checkbox"/> English Language Training Only <input type="checkbox"/> Undergraduate Study <input type="checkbox"/> Graduate Study	If you plan to study as an undergraduate or graduate student, what will be your major area of study?
If you plan to study as an undergraduate or graduate student, when do you plan to begin your studies?	Are you applying or do you plan to apply for regular admission to Marshall University after completing the MU English Language Institute? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you planning to apply to another US college or university after completing the MU English Language Institute? <input type="checkbox"/> Yes <input type="checkbox"/> No

# ENGLISH LANGUAGE INSTITUTE ADMISSION APPLICATION

## PREVIOUS EDUCATION INFORMATION

List all high schools and colleges/universities (including Marshall University) you have attended prior to submitting this application (attach additional pages, if necessary). Note: An official transcript must be on file in the MU Office of International Student Services with a certified English translation, from each institution attended. Transcripts and English translations are considered official only when sent directly to the Marshall University Office of International Student Services from the issuing institution.

INSTITUTION	Are you currently in good standing?	City, State, Country	Date Entered (month & year)	Date Left (month & year)	Type of Degree Completed (if applicable)	Graduation Date (if applicable)
High School/Secondary School:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
High School/Secondary School:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> No					
College/University:	<input type="checkbox"/> Yes <input type="checkbox"/> No					

Have you ever applied to Marshall University before?  Yes  No  
 Do you plan to graduate from your current institution?  Yes  No  
 Have you ever studied English?  Yes  No  Not applicable

## ADDITIONAL INFORMATION

### English Proficiency Exams

Please indicate which of the following exams you have taken along with additional information about the test:

<input type="checkbox"/> IELTS	Date Taken: _____	Have you requested official scores be sent to Marshall University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> TOEFL	Date Taken: _____	Have you requested official scores be sent to Marshall University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> MELAB	Date Taken: _____	Have you requested official scores be sent to Marshall University?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Citizenship

<input type="checkbox"/> Non-immigrant: (F-1, J-1, etc.) _____	<b>Are you currently in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please list your current immigration status: _____
<input type="checkbox"/> Permanent Resident: (Alien # or File #) _____	
<input type="checkbox"/> Refugee/Asylee: Date status received _____	

Will you bring a spouse or dependent children with you to the United States?  Yes  No  
 Are you working with a recruiter or agent?  Yes  No

If yes, please list the name and code for the recruiter or agent:      **NAME:** \_\_\_\_\_      **CODE:** \_\_\_\_\_

I have received, read and agree to all policies and procedures which accompany the application, and those available at [www.marshall.edu/catalog](http://www.marshall.edu/catalog), and certify that I am the person whose name appears on this application. Further, I understand that withholding or failing to provide accurate and complete information may result in administrative withdrawal, disciplinary action or prosecution by the University, and that I may be held responsible for payment of all fees. I understand that this application and all required academic credentials must be on file in the Marshall University Office of International Student Services by the stated deadline of the term for which I am applying, and that I must be formally admitted to the University before I will be issued a visa application document. All credentials and materials submitted to the Marshall University Office of International Student Services become the property of Marshall University and will not be released to applicants, students or third parties. By submitting this application, I agree to the use of all personal information, by Marshall University, for admission, enrollment, and related purposes.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_