

Application and Registration Checklist – Full-Time F-1 Students

We are pleased that you are interested in studying in the ESL Institute at Austin Peay State University.

Step 1

All of the following items are needed to process your application. Missing items will delay your application. Forms are available at apsu.edu/esl/f1-students

- Completed application form.** This application is for full-time ESL studies only *or* both full-time ESL *and* APSU undergraduate admission. Admission to the ESL Institute does NOT guarantee APSU undergraduate admission.
- US \$115 **new student and express mail fee payment** *or* US \$140 if applying for both ESL and APSU undergraduate admission. Payable online at signmeup.apsu.edu. For refund policy, see apsu.edu/esl/tuition-fees/refund-policy
- Copy of your (and any dependents') **passport information page** with photo.
- Financial Sufficiency Form** with **bank statement/letter** to show that you have available the required amount of financial support for your study and living expenses as well as any dependents. Should be in English using US dollars.
- High school and/or college **transcript**; translated into English. If transfer student, must be from current program.
- Transfer students** from another U.S. school should submit photocopies of current I-20 form, I-94 record and F-1 visa.

Send ALL of the above documents to the following: *scan of original can be sent by email or fax*

Courier Mail Address (i.e. DHL, FedEx):

Austin Peay State University
ESL Institute/MCR 103
681 Summer St.
Clarksville, TN 37040

Postal Address:

Austin Peay State University
ESL Institute
Box 4478
Clarksville, TN 37044

email: esl@apsu.edu

fax: 931-221-7641

phone: 931-221-6270

Step 2

After acceptance but before arrival at APSU:

- Transfer students from another US school/university/college should submit a **Transfer Verification Release Form**.
- Complete **Travel and Arrival Form** (also online at apsu.edu/esl/f1-students/travel-arrival-form)
- Sign-up for registration session

Step 3

After arrival at APSU, bring the following to registration:

Information and forms for immunizations and insurance are online at apsu.edu/esl/f1-students/health

- Original **I-20** and **visa**
- Copy of **I-94 record** (dated within 2 weeks of registration)
- Tuition and fees payment** – current tuition and fees are listed online at apsu.edu/esl/tuition-fees/tuition-f-1-students
- Completed **Certificate of Immunization** showing:
 - Proof of two Measles, Mumps and Rubella (MMR) immunizations.
 - Proof of two doses of varicella (chickenpox) immunizations.
 - Proof of immunization against Meningococcal Meningitis. (*if under 22 years old and living on campus*).
 - Proof of freedom from tuberculosis. Must be dated within 30 days of start of classes.
- Completed and signed Meningococcal Meningitis and Hepatitis B Immunization **Health History form**
- Medical and hospitalization **insurance payment** or proof of adequate international student insurance