

## ***Intensive English Program***

### **OSULA Education Center**

3921 Laurel Canyon Blvd., Studio City, CA 91604

Phone: 818-753-3870 / Fax: 818-753-3846 / E-mail: [esl@osula.com](mailto:esl@osula.com)

## **CHECKLIST**

- \_\_\_ 1. OSULA Application Forms 1 and 2
- \_\_\_ 2. For on-campus housing, OSULA Application Form 3
- \_\_\_ 3. A diploma or transcript, in English, showing graduation date, courses taken and grades received from most recent school
- \_\_\_ 4. A statement of financial responsibility (letter from bank and/or affidavit of support) in English
- \_\_\_ 5. Passport Photocopy (page with photo and date of birth)
- \_\_\_ 6. I-20 Processing and Shipping Fee (U.S. \$100.00)

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**APPLICATION FOR ADMISSION 2009-2010**

Section 1: Please indicate the date you wish to enroll:

- |                    | <b>Start Date</b> | <b>End Date</b> |
|--------------------|-------------------|-----------------|
| ( ) Spring Quarter | Mar/23/2009 -     | Jun/12/2009     |
| ( ) Summer Quarter | Jun/22/2009 -     | Sep/11/2009     |
| ( ) Fall Quarter   | Sep/21/2009 -     | Dec/11/2009     |
| ( ) Winter Quarter | Dec/21/2009 -     | Mar/12/2010     |
| ( ) Other:         | _____             | _____           |

**Section 2: Personal Information**Your name: \_\_\_\_\_ Sex:  Male  Female  
Last First MiddleHome country address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Los Angeles address: \_\_\_\_\_  
 (if applicable) Street City State Zip Code

Phone: \_\_\_\_\_

Birth date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_ Passport # \_\_\_\_\_  
Month Day Year

Country of birth: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_

Emergency contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Section 3: Health Condition**Applicant's health:  Poor  Fair  Good

If your answer is poor or fair, please describe your health condition in detail.

\_\_\_\_\_

Name any medications you take regularly: \_\_\_\_\_

Allergies:  Yes  No If yes, type of allergies \_\_\_\_\_

Physical or learning disabilities or special needs: \_\_\_\_\_

## OSULA Education Center

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### Section 4: Education and Background Information

What is your goal upon completion of this program:

- Enter a University Specify major \_\_\_\_\_
- Employment Specify \_\_\_\_\_
- Other Specify \_\_\_\_\_

Have you ever attended a university, college or English language school in the U.S.?  Yes  No

If yes, please indicate:

Name of school: \_\_\_\_\_ Location of school: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Please indicate the most recent school attended. (Include high school, college, university, vocational, etc.)

Name of school: \_\_\_\_\_ Location of school: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Field of study: \_\_\_\_\_

TOEFL score (optional): \_\_\_\_\_ Test date: \_\_\_\_\_

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### Section 5: Immigration status

Do you need an I-20 form for the student visa?  Yes  No

Are you currently residing in the U.S.?  Yes  No

If yes, use your I-94 form to answer the following question. (If no, proceed to Section 6.)

Date of entry: \_\_\_\_\_ I-94 expiration date: \_\_\_\_\_ Visa status: \_\_\_\_\_

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### Section 6: Statement of Financial Responsibility

Financial statement: Complete this section if you are requesting I-20 for the student visa. The United States Immigration and Naturalization Service (INS) requires that all applicants be able to pay tuition charges and living expenses while studying in the United States. Therefore, you must show that you have funds available for study before you come to the U.S. Below, please indicate the source of funds for your study.

**The applicant will be self-supporting:**

The applicant has sufficient funds available to support all educational and living expenses during the entire period of study at OSULA. Attached is an original or certified copy of a bank statement, signed by a bank official, which shows the amount of funds available for study.

**The applicant will be provided funds by a guarantor:**

A guarantor will provide all school, living and personal expenses for the applicant named above during his/her entire period of study at OSULA. Attached is an original copy of a bank statement, signed by a bank official, which shows the amount of funds available for study.

Relationship of guarantor to student:  Parent  Guardian  Sponsor

Complete name and address of guarantor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of guarantor

Date

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Phone: 818-753-3870 / Fax: 818-753-3846 / E-mail: [esl@osula.com](mailto:esl@osula.com)**STATEMENT OF STUDENT RESPONSIBILITY**

OSULA Education Center offers English study programs designed for ambitious, successful students. In order to meet the high standards of these courses, we expect students to behave in a mature, responsible manner. Students will be required to maintain appropriate academic progress as determined by test scores and instructor evaluations. In addition, F-1 visa students will be required to comply with certain requirements in order to maintain valid visa standing. Please read the following items carefully. Your signature at the bottom indicates your clear intention to comply fully.

**1. Academic Performance**

Student performance ratings record each student's academic and behavioral scores every two weeks. Students who fail a book quiz will be placed in remediation; those failing the same book quiz twice will be assigned further remediation and may be placed on academic probation. Likewise misbehavior, failure to do class work or homework, cheating or an improper attitude in class, if not corrected after initial counseling, will be grounds for dismissal.

**2. Attendance**

Student attendance will be monitored on a daily basis. Students who are consistently tardy, or who are absent without excuse more than two consecutive days, may be recommended for dismissal. Three non-consecutive absences are allowed for each three-month term.

**3. F-1 Visa Students**

- a. You are required to report any change of address or telephone number for yourself or your sponsor. Report this immediately to the ESL Office.
- b. Travel outside the United States is limited by the Immigration and Naturalization Service. Please bring your passport and I-20 to the ESL Office to request travel permission. Allow one week for processing. Do not wait for the last minute!
- c. The ESL Office must be notified when you plan to transfer to another school. Your transfer must be approved and the necessary paperwork completed in order for you to transfer your visa to the new school.
- d. International students are encouraged to address specific questions or problems to the ESL Office. The purpose of this office is to assist you in making your stay at OSULA safe and successful; please use this service.

**To be signed and dated by applicant and parent or guardian:**

**I verify that the information contained in this application is accurate to the best of my knowledge.**

\_\_\_\_\_  
Name of applicant (print)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Name of parent or guardian (print)\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

