

English Language Institute
HMB E253
800 Florida Avenue N.E.
Washington, D.C. 20002-3695

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Telephone: 202-651-5721
Email: eli.office@gallaudet.edu
Web site: <http://www.gallaudet.edu/eli>

Application Instructions

Academic Year 2019-2020

Dear ELI Applicant,

Thank you for contacting the English Language Institute at Gallaudet University. We provide a full-time, intensive instructional program in English as a Second Language, American Sign Language, and cultural studies for international and domestic deaf and hard of hearing adults. The ELI program welcomes students who wish to increase their language skills in order to qualify for admission to university study or to enhance their professional development. Hearing adults who wish to pursue a deafness-related university major or profession are also welcome. To save you time, we have included all the instructions you will need in this enclosed document for filling out the ELI application. As you collect and complete the required documents, mail them to:

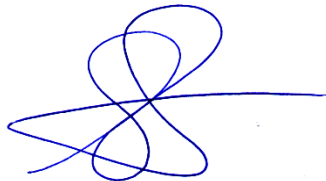
**Gallaudet University
English Language Institute, HMB E253
800 Florida Avenue NE
Washington, DC 20002-3695 USA**

The only exception is the health history form, which needs to be mailed separately to the following address.

**Gallaudet University
Peter J. Fine Student Health Services (SHS)
800 Florida Avenue NE
Washington DC 20002-3695 USA**

If you have any questions about this program, please email Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu, call us at (202) 651-5721, or fax us at (202) 448-6954.

Regards,



Dr. Amanda S. Holzrichter, Chair
Department of World Languages and Cultures

[Skip to Navigational Links](#)

Table of Contents

Application Instructions	- 1 -
Academic Year 2019-2020.....	- 1 -
Academic Calendar 2019-2020	- 4 -
ELI Tuition and Fee Schedule for Academic Year 2019-2020	- 5 -
What is the ELI Program?	- 6 -
➤ Program Priorities	- 6 -
➤ Gallaudet University	- 6 -
➤ The ELI Approach	- 6 -
➤ ELI Catalog	- 7 -
➤ Applying to the ELI Program	- 7 -
➤ Application Deadlines for International Applicants	- 7 -
➤ Application Deadlines for Domestic Applicants	- 7 -
➤ Program Length	- 8 -
➤ Summer Sessions	- 8 -
➤ Progress Criterion	- 8 -
➤ Progress Reports and Certification	- 8 -
➤ Living Arrangements	- 9 -
➤ Health Insurance	- 9 -
➤ Diversity Statement	- 9 -
How to Apply to the ELI Program	- 10 -
➤ Admission to the ELI Program	- 10 -
➤ Official Identification	- 11 -
➤ Ethnicity	- 11 -
➤ Secondary School Transcripts	- 11 -
➤ Documentation of Financial Sources Form	- 12 -
➤ Certification of Finances Form	- 13 -
➤ International or Domestic Advance Payment Form	- 13 -
➤ Financial Policy	- 13 -

- Advance Deposit via Bank Transfer/Money Wire Option - 18 -
- Health History Form - 19 -
- **Step by Step Instructions for the Health History Form** - 19 -
- Sending Medical Forms..... - 20 -
- **Student Health Service Form**..... - 20 -
- Living on Campus - 21 -
- Housing Affirmation Form - 21 -
- Meal Plans - 21 -
- Places to Purchase Food on Campus - 21 -
- ELI Acceptance Package..... - 22 -
- ELI Student Orientation - 22 -
- Flight Ticket Requirements for International Students Only - 22 -
- **Travel Arrangements**..... - 23 -
- **Arrival at the English Language Institute**..... - 23 -
- Any Questions?..... - 23 -

Navigational Links

[Application Instructions Home](#)

[Academic Calendar](#)

[ELI Tuition and Fee Schedule](#)

[What is the ELI Program?](#)

[How to Apply to the ELI Program](#)

Academic Calendar 2019-2020

The English Language Institute follows the undergraduate schedule for the academic year with some exceptions, which are listed below.

Fall 2019 Semester Events for ELI Students Only

August 13 Arrival Day for New ELI Students

August 14-23 ELI Student Orientation (Required for all new ELI students)

December 11-14 Testing Week

Spring 2020 Semester Events for ELI Students Only

January 12 Arrival Day for New ELI Students

January 13-17 ELI Student Orientation (Required for all new ELI students)

May 6 - May 9 Testing Week

For more information about ELI Student Orientation, please use this link below.

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-student-orientation>

Fall 2019 – Spring 2020 Academic Calendar

The Fall 2019 – Spring 2020 academic calendar that Gallaudet University provides on its website is in this link below.

<https://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar/fall-2019>

<https://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar/spring-2020>

If for any reason the links above do not work, you can search the Gallaudet University academic calendars available in this link below.

<http://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar>

[Application Instructions Home](#)

ELI Tuition and Fee Schedule for Academic Year 2019-2020

In the links below, Gallaudet University provides tables, listings, and links of various tuition rates, fees, and other charges. For students staying on campus, links to dorm rates and meal plan options are listed in the pdf files.

Tuition and Fees for International Students:

<https://www.gallaudet.edu/Documents/Finance/student-financial-services-english-language-institute-eli-international-tuition-fall-2019-spring-2020.pdf>

Tuition and Fees for Domestic Students:

<https://www.gallaudet.edu/Documents/Finance/student-financial-services-english-language-institute-eli-us-tuition-fall-2019-spring-2020.pdf>

The link below lists some charges that ELI students will be expected to pay. Other fees may or may not apply to ELI students. ELI students can ask the ELI administration any questions they have about the tuition and fee structure. There is an entry for Book, Supplies, and Class Materials Fee that mentions a separate estimated amount that ELI students would pay. The ELI Student Orientation (ESO) fee is listed as the English Language Institute Enrollment Fee

Additional Charges:

<https://www.gallaudet.edu/Documents/Finance/student-financial-services-additional-tuition-and-fees-fall-2019-spring-2020.pdf>

If the links above do not work for any reason, you may find the tuition and fee schedules that Gallaudet University provides in this link below.

<https://www.gallaudet.edu/finance/student-financial-services/tuition-and-fees/tuition-and-fees-fall-2019-and-spring-2020>

The room rates can be found in this link below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/room-rates/>

Disclaimer: This information is provided as a guide only and is not considered a contract or binding on the University. The University reserves the right to change tuition costs, fees, and other charges at any time without notice.

[Application Instructions Home](#)

What is the ELI Program?

The **English Language Institute (ELI)** at Gallaudet University provides an intensive, full time program of study in English as a Second Language, American Sign Language, and cross-cultural studies to international and domestic deaf and hard of hearing adults. Most students come to the ELI program to prepare for undergraduate or graduate study in the United States; others to enhance their employment potential.

➤ Program Priorities

- Provide the highest quality instruction;
- Prepare students to enroll in a post-secondary academic program or return to the world of work as soon as possible;
- Instill the confidence necessary for success in academic and social environments.

We strive to meet these priorities through the use of professionally trained instructors; continual program review to incorporate the best available methods; small class sizes; an intensive program with 18+ classroom hours each week; personal attention to individual needs; and the establishment of a strong sense of community among students and staff.

➤ Gallaudet University

Gallaudet University is the world's only liberal arts university serving primarily deaf and hard of hearing students. Established in 1864, Gallaudet has grown from a small college to a multifaceted university and the world's greatest resource on deafness. Located in the heart of Washington DC, Gallaudet offers academic programs leading to undergraduate and graduate degrees in many fields.

➤ The ELI Approach

Learning English at the ELI program is intensive, interactive, and integrated in a rich cultural context. Full time students spend over 18 hours each week in classes, excluding optional classes and tutoring. Students are expected to be responsible for and actively involved in their learning. Subjects are taught in a global, coordinated, and bilingual fashion with an emphasis on visual approaches to learning.

➤ **ELI Catalog**

The ELI program offers courses in a 15-week semester format. The ELI catalog can be accessed from this link below.

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-catalog>

➤ **Applying to the ELI Program**

You may apply to the ELI program if you are international or domestic (i.e. U.S. citizens or permanent residents); deaf or hard of hearing; at least 17 years of age; and have completed a secondary school program. Hearing adults who wish to work with deaf and hard of hearing people in a deafness-related field are welcome to apply. Please note that admission to the ELI program does not constitute admission to the undergraduate or graduate programs at Gallaudet University. Scores on the TOEFL or any other examination are NOT required for admission to the ELI program. During ELI Student Orientation, students take placement exams that are used to gauge proficiency levels and place students into appropriate class levels. Qualifying tests are given to the ELI students at the end of each semester. More comprehensive admission requirements are listed on the ELI website in this link below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions>

➤ **Application Deadlines for International Applicants**

If you plan to enter the ELI program in the Fall semester, we must receive all required application documents by May 1. To enter in the Spring semester, we must receive your application documents by November 1. Deadlines can be extended with permission from the Operations Support Specialist.

➤ **Application Deadlines for Domestic Applicants**

If you plan to enter the ELI program in the Fall semester, we must receive all required application documents by July 15. To enter in the Spring semester, we must receive your application documents by December 15. Deadlines can be extended with permission from the Operations Support Specialist.

➤ **Financial Aid**

The ELI does not provide financial aid to students. Also, Gallaudet University provides no scholarships or financial aid to ELI students. Applicants are encouraged to seek support from family and organizations in their home countries.

➤ **Program Length**

Most students achieve their goals within two or three years in the ELI program, though longer stays may be arranged with permission from the ELI Coordinator.

➤ **Summer Sessions**

The ELI program may also offer summer sessions for an additional cost. For more information, please email Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu.

➤ **Progress Criterion**

Acceptance into the ELI program is an opportunity for you to improve English skill, expand your academic knowledge, and have fun with new friends. The program is rigorous, and it is an exciting opportunity for those up to the challenge. Academic content is designed to teach English to domestic students and international students with a solid academic language foundation in their native language and formal schooling experience. However, some students struggle and become frustrated when content exceeds their academic foundation. These students require extensive tutoring, at the expense of assisting more qualified students. Accordingly, each student must demonstrate that he or she can make adequate progress and improvements within two semesters of enrollment. Students without demonstrated progress will be asked to withdraw from the program.

➤ **Progress Reports and Certification**

Each student's progress is assessed throughout the semester. At the end of each semester, teachers provide a written report on the student's progress and performance. Students who do not perform satisfactorily may be dropped from the program. At the end of each academic year, students who are permanently leaving the program without completing it are awarded a Certificate of Attendance. Students who have completed the ELI program are awarded a Certificate of Completion. Students performing exceptionally well are also awarded a Certificate of Recognition.

➤ Living Arrangements

Gallaudet University provides students a full program of events, services, and facilities as well as a rich cultural context for student learning. Special arrangements are made for ELI students to live together in the college dormitory nearest our offices and classrooms. Students are required to live on campus unless a submitted exemption request has been approved by Residence Life. If you have questions about the room and board plans or residence halls, please feel free to contact the Residence Life office at Gallaudet via telephone at 202-651-5255, via fax at 202-651-5757, or via email at residence.life@gallaudet.edu.

➤ Health Insurance

All students are required to have health insurance upon arrival. Gallaudet University provides students with a health plan Care First Blue Cross Blue Shield. The link to the Care First Blue Cross Blue Shield brochure is below. Please note that this brochure is for academic year 2018-2019. The health insurance plan may change for academic year 2019-2020.

<https://www.gallagherstudent.com/brochures/10403.pdf>

If you already have health insurance, you must provide proof of your health insurance policy at registration. Please bring your health insurance card with you. You may inquire more about health insurance requirements by contacting the Gallaudet Student Health Service at Tel. 202-651-5090 or Fax: 202- 651-5743. More information can be found on this website address:

<http://www.gallaudet.edu/student-health-service>

➤ Diversity Statement

Gallaudet University is an equal opportunity institution and does not discriminate on the basis of race, color, sex, national origin, religion, age, hearing status, disability, covered veteran status, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, place of business or residence, pregnancy, childbirth, or any other unlawful basis.

***What is the ELI program?
An opportunity for YOU!***

[Application Instructions Home](#)

How to Apply to the ELI Program

➤ Admission to the ELI Program

The ELI application form and instructions may be downloaded from the ELI web site:

<http://www.gallaudet.edu/english-language-institute/eli-admissions/apply-to-the-eli>

Complete, sign, and mail documents 1 through 15 by the appropriate deadline. After we receive and approve these documents, we will mail you a letter of admission.

1. **ELI Application Form:** When filling out the application form, please write clearly, thank you;
2. **Application Fee:** Check or money order for US \$50.00. The ELI application fee is non-refundable;
3. **Official Identification:** Please see instructions below;
4. **Audiogram:** If you are deaf or hard of hearing, you will need to submit an audiogram. Hearing applicants do not need to submit an audiogram;
5. **Secondary School Transcripts:** Please see instructions below;
6. **Secondary School Diploma:** a copy of an official document with the name of the secondary school, your name, the date of graduation or completion, and official signatures;
7. **Two Letters of Recommendation:** from school officials or instructors who know you well or if you work, from your supervisor;
8. **Applicant Essay:** The applicant needs to complete the essay, not a third party;
9. **Documentation of Financial Sources Form:** Please see further instructions under the Documentation of Financial Sources subheading;
10. **Certification of Finances:** Please see further instructions under the Certification of Finances subheading;
11. **Advance Payment Form:** The person responsible for payments needs to fill out this form;
12. **Grace Period Form:** The financial sponsor or the applicant must fill out this form;
13. **Housing Affirmation Form:** All ELI students are required to fill out the Housing Affirmation Form. When the applicant has been accepted to the English Language Institute, then the Housing Application can be completed after he or she has registered for his or her Gallaudet University email account;
14. **Health History Form:** All ELI applicants are required to fill out the Health History Form. This form needs to be mailed directly to Student Health Services;
15. **Student Health Service Form:** In order to complete the Student Health Service Form, the Health History Form needs to be completed first and mailed to Student Health Services. Please see instructions below;

➤ **Official Identification**

Official identification is used to determine if the ELI applicant is an international applicant or a domestic applicant.

International applicants are required to provide a passport copy due to federal regulations. Official identification is also used to determine if the ELI applicant is qualified for domestic tuition rates.

The domestic tuition rate is one half of the international tuition rate. US citizens and permanent residents are qualified for domestic tuition rates.

For international applicants: please make a copy of the page in your passport where your picture is located. The birth date should also be part of this passport page as well.

For US citizens: please make a copy of one of the following documents:

- Passport
- Driver's license
- State identification card
- Birth certificate
- School ID card
- Voter card
- Property tax payment
- Utility bill

For permanent residents: please submit a copy of your permanent residency card (green card).

➤ **Ethnicity**

The ethnicity question on the ELI application is optional. Applicants are not required to fill in this section.

➤ **Secondary School Transcripts**

Definitions of primary school, secondary school, and tertiary school are listed below.

1. Primary school usually consists of grades from 1st to 8th grades (i.e. levels). Students typically attend primary school beginning at age five and ending at age fourteen.
2. Secondary school or high school usually consists of grades from 9th to 12th grades. Students typically attend secondary school beginning at age fourteen and ending at age eighteen in order to obtain a diploma or a certificate of completion.
3. Tertiary school usually consists of four or five years as an undergraduate student at a college or university. Students typically attend tertiary school at the age of 18 or older in order to obtain a bachelor's degree. Tertiary school also includes graduate school, which students typically attend for two or three years in order to obtain a master's degree.

Secondary School Transcripts: Secondary school or high school transcripts are required for the ELI application. Transcripts are official documents with dates of attendance (at least three years' worth), classes taken, and grades received on them. In general, technical schools or vocational schools do not provide a liberal arts education. If a transcript from a technical or vocational school has academic classes, it may be acceptable. Transcripts should include some form of separate writing class and reading class, math, history, science, and geography classes. These classes represent a liberal arts education necessary for success at Gallaudet University.

If your transcripts are not in English, you will need to submit official, stamped English translations from a commercial translation agency.

If you had a private tutor for home-schooling, you need to prove with a GED test at an American embassy that you have acquired the equivalent of a high school liberal arts education. The results of the GED test needs to be submitted with the ELI application.

Primary School Transcripts: If you have not attended secondary school, you will need to submit an official transcript of the last three years of primary schooling with dates of attendance, classes taken, and grades received on it. If you have certificates that you received from any other classes that you took at a church, charitable institute, or non-government organization that covered academic subjects, then you can submit copies of these certificates to strengthen your ELI application. Your ELI application will be referred to the ELI Admissions Committee for their review. In certain circumstances and on a case-by-case basis, the ELI admission requirement for a secondary school certificate of completion / high school diploma can be waived.

If your transcripts and supporting documents are not in English, you will need to submit official, stamped English translations from a commercial translation agency.

Tertiary School Transcripts: Transcripts from a liberal arts college or university supersede your secondary school transcript. If you have a college degree already, please send your college transcripts. In this case, you will not need to send your secondary school transcripts. Please send a copy of the college degree certificate as well.

If your transcripts are not in English, you will need to submit official, stamped English translations from a commercial translation agency.

➤ **Documentation of Financial Sources Form**

Please indicate your source(s) of funds for school on the Documentation of Financial Sources Form and provide supporting financial documents. In most cases, applicants need to show financial evidence of an ability to pay for two semesters. This form is required for all applicants. Applicants are advised that they should have additional funds to continue their studies past the first academic year.

➤ Certification of Finances Form

Please fill out the Certification of Finances Form. This form is required for all applicants.

If you have a financial sponsor for your schooling, please submit the following documents. If you are supporting yourself, please submit your own bank statements and bank letter accordingly.

1. Sponsor's Affidavit of Annual Cash Support: Your financial sponsor will need to submit this form. This form cannot be more than three months old.
 - a. For international applicants, there should be at least **\$39,000** USD filled in on it.
 - b. For domestic applicants, there should be at least **\$30,000** USD filled in on it.
2. Bank statements: bank statements (60 days worth) need to be submitted by your financial sponsor. These bank statements cannot be more than three months old.
3. Bank letter: A bank letter on the bank's letterhead confirming the financial sponsor's bank account balance in English and US dollars needs to be submitted. This bank letter cannot be more than three months old.

If applicable, copies of certificates of deposits, mutual, stock, or bond funds need to be submitted.

If your indicated sources of funds require an official letter according to the Documentation of Financial Sources Table in the respective application, please submit the original official letter. The official letter should have an explicitly stated amount that the applicant will receive and the range of dates that it is effective for.

➤ International or Domestic Advance Payment Form

If you have a financial sponsor for your schooling, please have the financial sponsor submit the International or Domestic Advance Payment Form on your behalf. If you are supporting yourself, please submit your own International or Domestic Advance Payment Form. Please note that you are responsible for notifying your financial sponsor about the Financial Policy below (if applicable).

➤ Financial Policy

All students at the English Language Institute are required to submit an advance payment or an official letter of financial support for each semester by the respective deadline (see below). The advance payment or official letter of financial support will clear the financial hold on his or her student account. If there is still a financial hold on the student account after the applicable deadline has passed, the student will not be allowed to register for classes.

International Students: If the student is an international student and has missed the deadline, he or she may lose F-1 or J-1 status and may be required to return to his or her country immediately. If a student decides not to continue his or her studies at Gallaudet University, he or she should see the International Student Advisor in the Office of Research Support and International Affairs.

If a student misses the deadline, we are not liable for the consequences that may result. It is recommended that students bring enough funds with them to cover Gallaudet University charges even if they have financial support from an outside agency.

For ELI students that have on campus housing and financial support for tuition from an outside agency, the room and board fees plus a minimum amount that covers the estimated books and supplies fee needs to be deposited in advance.

For ELI students that have off campus housing and financial support for tuition from an outside agency, a minimum amount that covers the estimated books and supplies fee needs to be deposited in advance.

Deadline for New Students: The advance payment deadline for a new student that will attend ELI Student Orientation (ESO) is the first Friday of ESO.

Deadline for Returning Students: The advance payment deadline for a returning student is the deadline for business registration. The deadline for business registration is at the beginning of the semester.

Please contact Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu if you have questions about this policy.

The Financial Policy can be found on this ELI website link below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/costs-dorms-and-meals>

Deadlines for business registration are posted in the Gallaudet University academic calendars.

<http://www.gallaudet.edu/registrar/academic-calendars/undergraduate-academic-calendar>

The ELI academic calendar can also be found in this link below on the ELI website:

<http://www.gallaudet.edu/english-language-institute/eli-academics/eli-schedule>

➤ Office of Research Support and International Affairs

For International Applicants Only: The Office of Research Support and International Affairs (RSIA) is authorized to issue I-20 or DS-2019 forms for financially and academically qualified international applicants seeking F-1 or J-1 student visas, respectively.

The U.S. Citizenship and Immigration Services (USCIS) regulations require all international applicants to provide evidence of adequate financial support before they may obtain an I-20 Form/DS-2019. To demonstrate that you have adequate financial support, you must complete and send the Certification of Finances form and original, official documents that show you have sufficient funds to pay at least the fixed costs of one academic year. Listed below are the estimated fixed costs for international students in the English Language Institute program at Gallaudet University. This chart is not a quote. Dorm charges may be higher than indicated below.

Estimated University Costs for Academic Year 2019-2020 (August 2019 - May 2020)	
Tuition Fee	\$18,340.00
Health Insurance Fee	\$3,145.00
Health Service Fee	\$250.00
ELI Student Orientation Fee	\$490.00
Unit Fee	\$276.00
Room	\$8938.00
Board	\$6,960.00
Books & Supplies	\$500.00
TOTAL (one academic year)	\$38,899

(Amounts in the chart subject to change without notice)

Estimated Additional Costs: You should plan to have at least \$5,000 for personal expenses each academic year. If you plan to stay at Gallaudet through the winter and summer vacation periods, you will need an additional \$5,000. If your family will stay with you while you are a student, plan an additional \$8,000 for your spouse and \$5,000 for each child.

Documentation of Financial Support: Listed below are the sources of support you can use to demonstrate adequate financial support. The total amount of funds shown in these supporting documents must equal or exceed the fixed costs for one academic year in your chosen program (see table above). **You must obtain two original, official copies of each supporting document.** Add one copy of each document to this Certification of Finances Form and send it to International Student and Scholar Services at Gallaudet University. When your documents are received and approved, International Student and Scholar Services will send you a completed Form I-20 or DS-2019. You will take the Form I-20 or DS-2019 AND your second official copy of the supporting documents to the American Embassy or Consulate to apply for your student visa. Canadian students do not need a student visa.

Gallaudet University reserves the right to require advance payment of one full academic year's costs before issuing a Form I-20. This payment will be held in trust by Student Financial Services and applied to the student's account when the student officially enrolls. If the student is unable to enroll due to a visa denial or to other reasons, the money will be refunded upon written request.

To receive an I-20 or DS-2019 form from Gallaudet University, international applicants must complete the following forms/documents and submit them with the ELI application.

- Documentation of Financial Sources Form;
- Certification of Finances Form;
- Supporting financial documentation;
- International Advance Payment Form;
- Grace Period Form;

Please note that in order to obtain an F-1 or J-1 visa, you must first submit all required ELI application documents from the application packet. International ELI applicants with evidence of adequate financial support will usually qualify for I-20 forms that are used to apply for an F-1 student visa, but there are some cases where an international ELI applicant will qualify for a DS-2019 form that is used to apply for a J-1 student visa.

After the ELI program receives and approves the required documents, Gallaudet University will send you an I-20 Certificate of Eligibility for Nonimmigrant (F-1) Student form or a DS-2019 Certificate of Eligibility for Exchange Visitor (J-1) Status form. Then you will take the I-20 or DS-2019 and copies of your acceptance letter, financial documents, and passport to an American Embassy or Consulate to request your visa. We highly recommend that you check with the United States Embassy or Consulate in your country as to the proper visa procedures.

If you already have an F-1 or J-1 visa at the time you are submitting your ELI application, then a copy of your visa, I-20 (both sides) or DS-2019 form (both sides), I-94 form/card (both sides), your passport page with your picture and date of birth on it, and your visa stamp in your passport need to be mailed with the ELI application. You must have a valid J-1 or F-1 student visa before you may begin study at the ELI program. Students with B-1 visitor visas may not enter the ELI program or register for courses. Please note that Canadian applicants and those who are U.S. citizens or resident aliens do not need to obtain a visa.

For Canadian Applicants Only: Canadian applicants are required to obtain a Canadian passport to facilitate entry into and exit from the United States. At the border between Canada and the United States, a Canadian student is expected to show to the immigration and border control officer his or her letter of admission and Form I-20 or DS-2019 in order to get Form I-94.

For those Canadian applicants going through the OSAP, BC, Alberta, and other vocational rehabilitation (VR) systems, there is a typical sequence that an applicant needs to go through to secure an ELI acceptance letter and an I-20 form or a DS-2019 form.

1. The academic portion of the ELI application needs to be completed.
2. The Documentation of Sources also needs to be filled out with a checkmark on the “OSAP / Canada Students Loan / VR / Others (Canadian Applicants Only)” row.
3. The incomplete ELI application needs to be submitted to the ELI program with a request for a conditional acceptance letter.
4. Once the applicant has been approved for a conditional acceptance letter, then the letter can be used to apply for funding through the VR agency.
5. When the funds have been approved for the applicant, an official VR confirmation letter needs to be sent to the ELI in order to complete the ELI application.
6. The ELI application will be reviewed for completeness by the ELI administration.
7. If the ELI application is complete, then certain papers from the applicant’s file are reviewed by RSIA to see if the applicant qualifies for an I-20 form or a DS-2019 form.
8. If RSIA approves the applicant, then the ELI is informed and collects the I-20 form or the DS-2019 form.
9. A full ELI acceptance letter and the I-20 form or the DS-2019 form will be mailed to the new student.

➤ **Sending ELI Application Forms**

Mail the completed forms to:

Gallaudet University
English Language Institute, HMB E253
800 Florida Avenue NE
Washington DC 20002-3695 USA

After the ELI program receives your ELI application documents, they will be reviewed to see if the ELI application is complete. If there are any missing documents, you will be informed.

Once your ELI application is completed, it will be reviewed for ELI admission approval. Both academic and financial approvals need to be secured in order to gain admission to the English Language Institute.

➤ **Advance Deposit via Bank Transfer/Money Wire Option**

You have an option to do a bank transfer/money wire before your arrival on campus. Funds can be deposited into your Gallaudet University account with a bank transfer. Your full name and Gallaudet University Identification Number (ID) must also be given to the bank in order for Gallaudet University to put the funds into your student account.

After you have submitted your ELI application, please send an email to Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu to obtain information on how to make an advance payment via a bank transfer. Please note that you are solely responsible for obtaining advance payment information. You will also be responsible for giving your Gallaudet ID number and advance payment information to your financial sponsor (if applicable).

If you are an international ELI applicant, have made an advance deposit via a bank transfer/money wire, and found that you cannot enroll in the ELI because your visa application was denied, you can request in writing a refund of your advance deposit less any applicable charges.


➤ Health History Form

All Gallaudet students, including ELI students, must complete and mail a health history form by June 1 (for Fall admission) or November 1 (for Spring admission). This health regulation is required of all Gallaudet University students due to federal and local DC laws. Student Health Services will put a block on a student account if the form is incomplete. The student will be unable to register for classes until the block is cleared. It costs about \$600 to \$700 to go to an outside clinic in the greater Washington, DC metropolitan area to get immunization shots and/or do other medical procedures necessary to get the form completed. In addition, if an international ELI student is still unable to register for classes more than five days after the semester begins, his or her SEVIS status (i.e. for international student residence in the USA) will be adversely affected and he or she may be required to return to his or her country. The student needs to complete most of the health history form and bring it to a doctor for a signature in the appropriate box on the last page. A medical examination is necessary if the student plans to play sports. ELI students are not allowed to play varsity sports, but can participate in intramural sports. The form is kept on file for use in a medical emergency, even if the student does not purchase Gallaudet University medical insurance.

For more information about Student Health Services, please use this link below:

<http://www.gallaudet.edu/student-health-service>

The website address for the student health form is listed below.

Health History Form (Please print and fill out) 
https://www.gallaudet.edu/documents/Student-Health-Service/Gallaudet%20University%20Student%20Health%20Service%2002_08_2019.pdf

➤ Step by Step Instructions for the Health History Form

- a. Please click on this website address or type in this website address on your Internet browser (This link needs Adobe Reader).
- b. Please fill out the health history form to the best of your ability.
- c. Then make an appointment to see a doctor near your home in order to get a signature. There should be a doctor's signature on the last page.
- d. Please get any missing immunization shots while at the doctor's office near your home. Make copies of the completed health form and your immunization records. Please bring these copies with you to Gallaudet University.
- e. The original completed health form needs to be mailed to Student Health Services (SHS).
- f. **Please note that if SHS does not get your health history form, you will not be allowed to attend classes for the semester. If there are any missing**

immunization shots after you arrive on campus, you will be required to get them at a medical clinic here in the USA (in the greater DC/MD/DC metropolitan area) in order to register for classes.

If you have any questions about the health history form, please feel free to contact Student Health Services via their email address SHS@gallaudet.edu, phone number (202) 651-5090 (V/TTY), or fax number (202) 651-5743.

➤ **Sending Medical Forms**

Mail the completed health history form to:

Gallaudet University
Peter J. Fine Student Health Services (SHS)
800 Florida Avenue NE
Washington DC 20002-3695 USA

➤ **Student Health Service Form**

The English Language Institute program does not have the proper facilities to receive health history forms, which are under separate patient confidentiality regulations from the Health Insurance Portability and Accountability Act (HIPAA), including highly controlled and secure patient file storage.

The completed health history form needs to be submitted to Student Health Service (SHS) at this address listed above under the Sending Medical Forms subheading, which is **different** from the address used to send the rest of the ELI application.

SHS will review your health history form and send you an email if there are any missing immunization shots that you need to get for yourself at a doctor's office near your home. If your health history form is complete, SHS will place a clearance on your student account at Gallaudet University and remove the immunization block. If you do not complete the health history form and get all the necessary immunizations before your arrival on campus, you will still have a SHS hold on your student account.

Please fill out the Student Health Service Form and sign the Affirmation at the bottom of the form after you have completed the Health History Form and mailed it to the correct address. Then the Student Health Service Form needs to be emailed as an attachment to Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu.

➤ **Living on Campus**

When new ELI students live on campus, they will be immersed in a full American Sign Language environment, have more academic and social interaction with their peers, and have an easier time adjusting to American culture. New students who live in the dormitories or other on-campus housing facilities learn American Sign Language and English more quickly than those students who live off campus. Also, an English instructor may assign a student English tutoring sessions and it is more convenient for a student living on campus to attend these sessions in the evening.

Residence Life and Housing has a Frequently Asked Questions (FAQ) webpage that has some answers to questions you may have about living in a dormitory room. The link is below.

<http://www.gallaudet.edu/residence-life-and-housing/housing/housing-faqs>

➤ **Housing Affirmation Form**

There will be an opportunity to complete an application for campus housing after being accepted into the English Language Institute. Please complete the Housing Affirmation Form in the ELI application to indicate your understanding of what you will need to do.

If you have any questions about campus housing, you can contact the Housing Operations Manager, at the Office of Residence Life and Housing via email at residence.life@gallaudet.edu or via phone at (202) 250-2894 (voice/vp).

For more information about Residence Life and Housing, you can view its website at this link below.

<http://www.gallaudet.edu/residence-life-and-housing>

➤ **Meal Plans**

A meal plan is required for all ELI students living on campus. There will be an opportunity during business registration to select a meal plan for the semester.

➤ **Places to Purchase Food on Campus**

There is a list of places on campus where you could buy food in this link below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/costs-dorms-and-meals>

Please note that the ability to purchase food through a meal plan via your student identification card is only available in Café Bon Appetit, the Marketplace, and Rathskeller.

➤ **ELI Acceptance Package**

When all academic and financial approvals have been secured for your ELI application, an acceptance package will be mailed out. After you get the acceptance package, please read the ELI acceptance letter to determine when you need to arrive at the ELI program for ELI Student Orientation.

➤ **ELI Student Orientation**

All new ELI students are required to arrive on time for the mandatory ELI Student Orientation (ESO), which runs for a week and a half before the fall semester or one week before the spring semester. During ESO, new ELI students will attend required policy workshops, take placement tests, open a bank account, get a mailbox at the Gallaudet University postal center, and do other activities designed to help new students get familiarized with the ELI program, the Gallaudet University campus, and the greater Washington, DC metropolitan area.

➤ **Flight Ticket Requirements for International Students Only**

After you have received your student visa, you can then make travel arrangements to come to Gallaudet University. When you purchase a flight ticket, you must ensure that the date of arrival on the flight ticket has the same date as the arrival date indicated in the ELI acceptance letter. You will need to submit the following document via email. The flight document will be reviewed for travel approval.

- **Electronic Flight Ticket Information:** Required information includes the date and time of arrival and airport destination.

Please send the flight document via email to Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu.

If you have received approval for travel from the ELI administration, the following steps need to be completed.

1. On the day of your flight, bring your passport with you on your person, not in your luggage.
2. During your flight, you will fill out an I-94 form that the flight attendant will give you.
3. After you land in the USA, the customs official at the airport will review and stamp your passport and your I-94 form.

➤ **Travel Arrangements**

In preparation for your travel to the ELI program, there are some things you need to do.

- Bring official transcripts of your secondary school and any transcripts you have from tertiary schools (e.g. colleges or universities).
- Bring your health insurance card if you have one.
- If you plan to reside in a dormitory room on campus, you will need to pack bedding for a twin extra-long sized bed or plan to buy it after you arrive at the ELI program. You will need a pillow, sheets, and a blanket.
- Please bring your laptop, if you have one.

➤ **Arrival at the English Language Institute**

On Arrival Day, please check in at Hall Memorial Building room E253 at the front desk. Check-in times are from 11:00 a.m. to 6:00 p.m. on Arrival Day. ELI staff will help you get settled into your dorm room if you are staying on campus.

You will be attending business registration in order to officially register for classes. If you have any holds on your student account, you will need to do what is necessary to clear them. When you have completed ELI Student Orientation and business registration and are officially registered for classes, you can begin attending ELI classes for the semester.

➤ **Any Questions?**

If you have any questions about the ELI application instructions, please feel free to send an email to Mr. Ali Sanjabi at ali.sanjabi@gallaudet.edu.

The ELI FAQ webpage may also have some answers to some other questions you may have. The link is below.

<http://www.gallaudet.edu/english-language-institute/eli-admissions/eli-faq>

[Application Instructions Home](#)