

Intensive English Program

As the University of New Mexico's intensive English program, the Center for English Language and American Culture's (CELAC) mission is to prepare international students and professionals with the language skills necessary to succeed in a wide variety of academic studies or professional settings in the United States and in English speaking countries around the world.

CELAC offers the following programs:

- **Intensive English classes** — 20 hours per week, Monday — Friday, 9:00 a.m. — 12:45 p.m. OR 1:00 p.m. — 4:45 p.m. depending on your level. The following subjects are offered: Written Composition, Academic Reading, Grammar, and Conversation & Listening.
- **Conditional Admission to the University of New Mexico for Undergraduate Studies** — The University of New Mexico can issue a conditional admission letter to international students who meet the academic requirements for undergraduate admission but who do not yet meet the minimum English proficiency requirement. Students who receive conditional admission must successfully complete the CELAC program at UNM and receive a passing score on the TOEFL, IELTS, or Cambridge exam and receive the CELAC Academic Manager's recommendation to transfer to academic study.
- **Short-Term Programs** — CELAC can customize short-term study programs for groups of 10 or more students. Please contact CELAC staff for arrangements and costs. CELAC can offer 10% discount for groups of 10 — 24 students or a 15% discount for groups of 25+.
- **TOEFL (PBT) Preparation Course** — This 30-hour course prepares students to exceed in the paper-based TOEFL exam. Participants do not have to be a CELAC student to enroll in the course. The course is taught by CELAC instructors with experience preparing students for standardized English exams.
- **Online Courses** — CELAC offers three online courses: TOEFL (iBT) Preparation Course, Academic Writing, and Academic Reading. These courses are designed for students who have already achieved an intermediate to advanced knowledge and understanding of the English language. Participants can join these online courses from anywhere in the world.

Admission Requirements

CELAC Admission Requirements

- Must be at least 18 years old
- Must have proof of High School graduation (or GED)
- Must have a minimum U.S. Grade Point Average of 2.0
- Must have basic knowledge of the English language (at least one academic semester)

Conditional Admission to the University of New Mexico for Undergraduate Studies Requirements

Student who lack the English language requirements but meet the academic requirements of the University of New Mexico may be issued a conditional admission letter.

- Must be admitted to CELAC program for minimum of one semester*
- Secondary Education: Completion of the equivalent of an American upper secondary school education (approximately twelve years of formal education beginning at age six) and have the appropriate diplomas or satisfactory results on exit examinations (if completed)
- Strong academic preparation or a U.S. equivalent grade point average of 2.5 on a 4.0 scale (for freshman applicants) or 2.0 on a 4.0 scale (for transfer students with the equivalent of 24 college credit hours)

*Student must successfully pass the English proficiency exam before beginning academic studies.

Application Process

- After the completed application and all documents are received, the processing time usually takes one to three weeks.
- Students will receive I-20 document and Admission Letter from CELAC.
- International students must apply for an F-1 student visa from the nearest U.S. Consulate or Embassy in order to study legally in the U.S. Students on a tourist B/1 – B/2 visa will not be allowed to study in a full-time program.
- Getting a visa appointment in your country may take one to four months. It is important to check you country's U.S. Embassy website at <http://usembassy.state.gov/> for specific instructions.

Application Deadlines for Intensive English and/or Conditional Admission to the University of New Mexico

Fall Semester – July 15th	Spring Semester – December 1st	Summer Session(s) – April 30th
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Semester Start and End Dates

Semester	Start and End Dates	Check-In Date*
Summer 2015	June 1st - July 24th	May 27th, 2015
Summer 2015 (June Only)	June 1st - June 26th	May 27th, 2015
Fall 2015	August 17th - December 12th	August 12th, 2015
Spring 2016	January 19th - May 14th	January 13th, 2016
Summer 2016	June 6th - July 30th	June 1st, 2016
Summer 2016 (June Only)	June 6th - July 1st	June 1st, 2016
Fall 2016	August 22nd–December 17th	August 17th, 2016

* Please note: Students will be required to arrive the week before classes begin in order to check-in, take the placement test, and attend new student orientation.

Intensive English Program Tuition and Fees

Full-Time Enrollment: 4 classes per day which include Grammar, Writing, Reading, and Conversation & Listening; 20 hours per week (mandatory for F-1 Student Visa holders)

Fall or Spring Semesters (16 weeks)	Summer Session (8 weeks)	Summer June Only (4 weeks)
\$3,800	\$2,600	\$1,300

Part-Time Enrollment: Choose any of CELAC's four regular classes (not available for F-1 Student visa holders)

Number of Classes	Fall or Spring Semesters (16 weeks)	Summer Semester (8 weeks)	Summer June Only (4 weeks)
1 class	\$1,200	\$725	\$365
2 classes	\$2,400	\$1,375	\$690
3 classes	\$2,850	\$1,950	\$975

Student Fees include: Access to UNM Gymnasium, Student Health Center, Computer Labs, Library, and UNM Student ID card

Additional Expenses: purchase of books = \$150 - \$280; Medical Insurance = \$50 - \$75 per month

Minimum Required Funds for F-1 Student Visa Holders Mandated by the U.S. Department of Homeland Security

International students seeking an F-1 student visa are required by the U.S. Department of Homeland Security to show evidence of adequate financial resources to pay for tuition, fees, medical insurance, housing, and living expenses before an I-20 Nonimmigrant form for F-1 visa purposes will be issued. Below are the minimum required funds that must be available for the period of study indicated. The student must be able to present evidence of these funds when applying for the F-1 visa at the U.S. Embassy or Consulate in his/her home country. Please do not include anticipated earnings or uncertain funds.

Description of Expenses	Fall/Spring - 16 Weeks	Summer - 8 Weeks	Summer - 4 Weeks	1 Year - 12 Months
Tuition & Fees:	\$3,800	\$2,600	\$1,300	\$10,200
Books:	\$ 280	\$280	\$280	\$840
Medical Insurance:	\$250	\$100	\$50	\$600
Estimated Room & Board:	\$3,900	\$1,950	\$975	\$9,750
Estimated Miscellaneous:	\$1,200	\$ 600	\$300	\$3,000
TOTAL Estimated Cost:	\$9,430	\$5,530	\$2,905	\$24,390

Application Checklist

CELAC Admission ONLY:

- 1. Complete the CELAC Application form; make sure to check the CELAC admission box.
- 2. For F-1 visa applicants, complete financial guarantee, enclose bank statement (not older than six months), or letter of sponsorship.
- 3. Pay \$100 non-refundable application fee and print receipt of payment (pay on-line by credit card from CELAC website, or by U.S. bank personal check, or international money order made payable to "University of New Mexico").
- 4. Make a copy of passport (if available).
- 5. Obtain and send original or certified copy of High School or College transcripts.
- 6. Obtain and send original or certified copy of High School or College diploma.
- 7. Send certified English translations of both documents (if original transcripts and diploma are not in English).

- 8. Send completed application and documents to:

Center for English Language & American Culture
MSC06-3850, 1 University of New Mexico,
Albuquerque, NM 87131-0001, USA

Or scan and e-mail to: celac@unm.edu or Fax: (505) 277-1867

Conditional Admission ONLY:

- 1. Complete CELAC Application steps 1-7. Make sure to check the Conditional Admission box.
- 2. Complete the online UNM undergraduate application available at <http://geo.unm.edu/apply/html>.
- 3. Pay the \$50 UNM application fee online and print the receipt payment.
- 4. Send completed application and documents to CELAC address above (#8).



Application Form

This application is for: [] CELAC Admission [] Conditional Admission to The University of New Mexico for Undergraduate Studies (must also complete online UNM International Admission application)

This application is for the CELAC semester beginning in (please indicate how many semesters): [] Fall (16 weeks) 20__ [] Spring (16 weeks) 20__ [] Summer (8 weeks) 20__ [] Summer (4 weeks - June only) 20__ [] One Year [] Full-time (4 classes) [] Part-time (for non F-1 visa holders) [] 1 class [] 2 classes [] 3 classes

For Housing information: [] Send dormitory information [] I will arrange my own housing

Check if you would like us to send back all original school documents: []

How did you hear about CELAC: [] Family or Friend [] Internet advertising [] Internet Search [] Magazine advertisement [] CELAC web page [] Agent: _____ [] Recruitment Fair: _____ [] Other: _____

Immigration Status Information

Are you applying for a F-1 visa? [] No [] Yes Will you be accompanied by a spouse and/or child/ren? [] No [] Yes (If yes, please fill out information on next page)

Are you a U.S. Permanent Resident or Citizen? [] No [] Yes If yes, what is your Social Security #: _____ - _____ - _____ (Include a copy of official photo ID.)

Are you currently in the U.S.? [] No [] Yes If yes, what is your immigration status: _____

Are you transferring from another school in the U.S.: [] No [] Yes If yes, name and phone number of school: _____

Please enclose: 1. A copy of your current I-20 and F-1 visa from your passport 2. Fill out transfer form (available on CELAC website)

3. Current U.S. address: _____

Personal Information

Name as in Passport: _____ Family name First (Given) Name Middle Name

Gender: [] Male [] Female Date of Birth: Month: _____ Day: _____ Year: _____

Country of Birth: _____ Country of Citizenship: _____ Country of Residence: _____

U.S. Social Security Number (if any): _____ 9-Digit UNM ID (if available): _____

Permanent address in home country: _____ Street Address

City State/Province Postal Code Country

Home Telephone: _____ Student Email: _____

I would like all information and I-20 sent to [] Permanent address above or [] to Agent/Sponsor below

Agent/Sponsor Name: _____

Mailing Address of Agent/Sponsor: _____ Street Address

City State/Province Postal Code Country

Telephone: _____ Agent/Sponsor Email: _____

Education

I have a high school diploma: [] Yes [] No Date of high school graduation: _____ I have taken _____ month/year(s) of English.

My knowledge of English is: [] Low-Intermediate [] Intermediate [] Advanced TOEFL or IELTS Score (if applicable): _____

Do you plan to study at UNM after completing CELAC? [] No [] Yes If yes, [] Undergraduate [] Graduate: Major field of study: _____

If yes, did you already submit an application to UNM International Admissions? [] No [] Yes For semester/year: _____

Do you plan to study at another university in the U.S. after completing CELAC? [] No [] Yes

Statement of Student

I certify that all the information given in this application is complete and accurate to the best of my knowledge.

Signature of Student: _____ Date Application Completed: _____

Financial Guarantee for International Students Seeking F-1 Student Visa

International students seeking an F-1 student visa are required by the U.S. Department of Homeland Security to show evidence of adequate financial resources to pay for tuition, fees, medical insurance, housing, and living expenses before an I-20 Nonimmigrant form for F-1 visa purposes will be issued. Below are the minimum required funds that must be available for the period of study indicated. The student must be able to present evidence of these funds when applying for the F-1 visa at the U.S. Embassy or Consulate in his/her home country. Please do not include anticipated earnings or uncertain funds.

Period of Intended Study	Minimum Financial Guarantee	For Spouse Add*	For each Dependent Child*
Fall or Spring Semester (16 weeks)	\$9,430	\$2,000	\$1,000
Fall and Spring Semester (32 weeks)	\$18,860	\$4,000	\$2,000
Fall or Spring with Summer (24 weeks)	\$14,960	\$3,000	\$1,500
Summer Session (8 weeks)	\$5,530	\$1,000	\$500
Summer Session (4 weeks)	\$2,905	\$500	\$250
1 year (2 semesters and summer)	\$24,390	\$5,000	\$2,500

* List dependents who will be applying for F-2 Visa and traveling with you. Include a copy of passport photo page for each dependent.

Spouse/Child Name as in Passport:	Date of Birth (mm/dd/yyyy)	Country of Birth	Country of Citizenship	Relationship (Spouse/Child)	Sex (M or F)

Source of Financial Guarantee for Students Seeking F-1 Student Visa

Please submit a financial guarantee that shows adequate funding for the period of intended study. Indicate the source of funds below and submit verification of funds (bank statement/letter) with application.

Source of Funds	Amount Available in U.S. Dollars	Verification type, no older than 6 months
Personal	\$	A current bank statement
Family/Relative	\$	A current bank statement and letter from family member
Scholarship	\$	Official scholarship letter must be issued within six months of application. The letter must specify the amount, terms, and duration of the scholarship.
Other	\$	A current bank statement and letter from sponsor
Total Funds	\$	Appropriate proof of financial support

Name of Sponsor: _____ Relationship to Applicant: _____

Address: _____
Street address

City _____ Country _____ Postal code _____

Phone: _____ E-mail: _____

Statement of Sponsor: I hereby state that I am willing to guarantee the financial support of (name of student) _____, during the entire time of his/her studies at the Center for English Language & American Culture.

Signature of Sponsor: _____ Date: _____

Statement of Student: I agree to pay for all my tuition and bills personally if my sponsor does not provide funds due to any unusual circumstances that may arise during my studies.

Signature of Student: _____ Date: _____

Tuition Payment and Refund Policy

Full payment for CELAC tuition is expected during the first week of classes. CELAC follows the same schedule as the University of New Mexico for full refund policy. Please be aware of the withdrawal and refund dates. 16 week semester for 100% refund: Must withdraw before end of 3rd week of classes. 8 or 4 week summer session for 100% refund: Must withdraw before end of 2nd week of classes. *After these dates there is no refund available unless by prior arrangement and agreement, or for unusual circumstances, such as a medical or family emergency.*

Accessibility Resource Center

The University of New Mexico is an Affirmative Action/Equal Opportunity institution. The Accessibility Resource Center offers services to UNM self-identified students with disabilities. Students with documented disabling conditions that affect a major life activity are eligible for these services.