



Special Programs Request Form

I. Program Description

1. Description of Requested Curriculum: _____

2. Number of Participants Expected: _____

3. Program Start Date: _____ Program End Date: _____ Arrival Date: _____

4. Number of Hours per Week of English Instruction: _____

F-1 student visa holders must be in a full-time program with 18 hours per week or more

B-1/B-2 tourist visa holders must be in a part-time program with fewer than 18 hours per week

5. Proposed Class Schedule: Morning _____ Afternoon _____ Evening _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Weekend _____

6. Will living arrangements be made by the program? Yes No

If no, will your group request on-campus housing? Yes No

OR will your group find off-campus housing? Yes No

7. Will health/travel insurance be arranged by the program? Yes No

If no, will your group purchase UNM insurance? Yes No

II. Admission Requirements

1. Each participant must submit a CELAC group application.

2. Each participant must submit a copy of their current passport.

3. Please specify funding source for F-1 student visa and I-20 issuance. Participants must provide proof of funding source before I-20 can be issued.

Personal Funds (bank statement required)

Family Funds (bank statement required)

Scholarship (letter from university or employer required)

4. If participants are arriving on an F-1 visa, please indicate where to send documents:

To Program Sponsor Address

To Participant's Individual Address



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III. Program Costs and Payments

1. Budgeted Program Costs per Participant:

Tuition	_____
Living Expenses (room & board)	_____
Insurance	_____
Mischellaneous	_____
Total	_____

2. Payment to CELAC:

Sponsor Program Will Wire Money to UNM	<input type="checkbox"/>
Sponsor Program Will Pay CELAC Directly	<input type="checkbox"/>
Each Participant Will Pay On Their Own	<input type="checkbox"/>
Sponsor Will Pay Tution and Participant Will Pay Room and Board	<input type="checkbox"/>
Other _____	<input type="checkbox"/>

IV. Contact Person for Group

Program Director/Coordinator _____	Email _____	Phone _____
Administrative Contact _____	Email _____	Phone _____
Other UNM Contact _____	Email _____	Phone _____

V. Signature

Name of Responsible Director/Coordinator _____ Signature _____

Participants will need to arrive on time for check-in, placement testing, and orientation. All participants must provide CELAC with copies of all travel documents (passport, I-20, I-94, visa) and their local address upon arrival.

Please submit this form either prior to or with completed Special Program Applications completed by each participant, as well as copies of all required financial documents, to CELAC by email at celac@unm.edu. CELAC will not begin processing requests until all forms and documents are complete. Once forms are completed, all relevant acceptance letters and I-20 documents will be sent.