



Illinois Institute of Fine Arts
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International Student Checklist

Transfer Students

If you are planning to transfer to IIFA English Learning Center from your current school, you can follow the steps below.

STEP I - Application and Placement

- Submit an [Online Application](#) to our school

STEP II - Acceptance

- Pay the **\$100 Transfer-In Fee** to IIFA English Learning Center (Non-refundable)
 - If you have any dependents, you must also pay the **F2 I-20 Processing Fee of \$50** per dependent
- Submit the following required documents and information to our school in order to be accepted for transfer.
 - All I-20s from your current school
 - Copy of both sides of I-94 form
 - Transcripts/Grades from your current school
 - E-mail address of your current school's DSO/International Student Advisor

STEP III - Document Submission

- Submit the following documents to our school
 - Current Passport
 - Copy of Entry visa
 - Copy of High school or college diploma (translated into English)
 - Evidence of financial support (showing sufficient funds of at least **\$15,000** to cover annual tuition and living expenses for 1 year of study)

There are 3 options:

1) Own Funds

- Bank Statement (from an account under your name)*

2) Sponsorship from the United States

- [Affidavit of Support Form I-134](#)
- Bank Statement (from an account under the sponsor's name)*



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3) Sponsorship from Abroad

- Letter from a Sponsor translated into English stating that the sponsor will cover all tuition and costs of living (**the sponsor's signature has to be notarized**) [See Example](#)
- Bank Statement (from an account under the sponsor's name)*

Bank Statements **must be verified by signature/stamp from a bank representative*

Note: If you have any dependents, you must also submit a copy of each dependent's passport and additional financial evidence in the amount of \$3,500 (for each dependent).

STEP IV - Complete the Transfer

- Complete the Transfer form (which will be emailed to you) with your current DSO/International Student Advisor
- Schedule a date with our school to register and complete the placement test
- Complete the Placement Test
- Fill out the enrollment agreement
- Pay the following fees
 - Registration Fee - **\$50**
 - Textbooks/Course Materials Fee - **\$150**
- Select a tuition payment plan
 - A. Pay tuition per course in one (1) installment (**\$3,900** per semester)
 - B. Pay in multiple installments throughout the semester