

# 2006 Application for International Students

For USA  
and Canada



English Programs

Please type or print block letters when you complete this form.

Please mail or fax the completed application to: \_\_\_\_\_

Kaplan International Admissions  
700 South Flower Street, Suite 2900  
Los Angeles, CA 90017 USA  
Fax: 1-213-892-1360

**ALL SECTIONS MUST BE COMPLETED. For any section left incomplete, it will be assumed that the service is not being requested.**

*This application is for USA and Canada enrollments only. For London, UK enrollments, please visit [kaplanenglish.com/London](http://kaplanenglish.com/London)*

## SECTION 1 – STUDENT INFORMATION

### A. Personal Information *Please write your name as it appears in your passport.*

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_ Middle \_\_\_\_\_

E-mail Address \_\_\_\_\_ Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  Male  Female

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

### B. Student Visa Assistance (This information is required for applicants requesting an I-20 or Letter of Acceptance.)

Yes, I require Visa assistance.

Are you currently in the USA  or Canada  or other ? If 'other' please specify country \_\_\_\_\_

If you are in the USA or Canada, what type of visa do you currently have? \_\_\_\_\_

(If you are already in the USA or Canada, I-20/Letter of Acceptance issuance is subject to confirmation of the validity of your non-immigrant status.)

### B1. Student's Home Country Address (This information is required for students requesting an I-20. P.O. Boxes are not permitted.)

*If you are already in the U.S. you may be required to provide an additional address.)*

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

### B2. Dependent information

*(If you intend to bring dependent(s) with you, please provide the following information for each dependent. Please use additional pages if necessary.)*

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

### B3. Health Insurance

*(All students studying on an I-20 from Kaplan must have health insurance. Additional details are available on page 4 of this application.)*

Yes, I require Kaplan health insurance.

### C. Mailing Address (This is the address to which your acceptance package will be mailed.)

Please check one:  Student address  Agent address Name of agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Country \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_ Email \_\_\_\_\_

## SECTION 2 – COURSE INFORMATION

### A. Course and Location (Course offerings vary from center to center. Please see our brochure for courses and start dates.)

*If you are taking more than one course, please fill out (1) and (2) below.*

Course (1) \_\_\_\_\_ (2) \_\_\_\_\_

Start Date (1) \_\_\_\_\_ (2) \_\_\_\_\_

Number of weeks (1) \_\_\_\_\_ (2) \_\_\_\_\_

Location (1) \_\_\_\_\_ (2) \_\_\_\_\_

*(A student's transfer eligibility is subject to the regulations as laid out by USCIS and Kaplan policy.)*

Questions? Call 800-818-9128 or 1-213-452-5800 or visit [www.kaplan.com](http://www.kaplan.com)

**SECTION 3 – ADDITIONAL SERVICES** (Please see our brochure for details on which services are available at specific Kaplan centers.)

**A. University Placement Service (UPS)** (Please see our brochure for more detailed information.)

Yes, I am interested in applying for this service. *You must be enrolled for a minimum of 8 weeks to request this service.*

**B. Airport Transportation**

Yes, I require pick-up arrangements.

(If these details are not provided, it will be assumed that the student is arriving on the Sunday before the student's course start date.)

**Flight arrival information** Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Arrival Airport: \_\_\_\_\_ Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_ Departure City: \_\_\_\_\_

**C. Accommodation**

(Not all options are available at all centers. Please see our brochure for details. Placement is dependent on availability and is not guaranteed. Students must arrive prior to 10:00pm in order to stay in their arranged housing the same night.)

Yes, I require housing arranged by Kaplan. Number of weeks in housing \_\_\_\_\_

Date of Arrival: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Time \_\_\_\_\_ Date of Departure: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

(If these details are not provided, it will be assumed that the student is arriving on the Sunday before the student's course start date and leaving on the Saturday after the last class date.)

Please circle your first housing preference: Option 1 Option 2 Option 3 Option 4 Option 5

Please circle your second housing preference: Option 1 Option 2 Option 3 Option 4 Option 5

Do you smoke?  Yes  No If yes, are you willing to smoke outdoors only?  Yes  No

If you are requesting homestay, please answer the following questions to assist Kaplan in placing you appropriately.

Would you be comfortable living with children?  Yes  No Special Requirements: \_\_\_\_\_

Would you be comfortable living with pets?  Yes  No Special Requirements: \_\_\_\_\_

Do you have any allergies?  Yes  No If Yes, please explain: \_\_\_\_\_

Is there anything else you would like us to know? \_\_\_\_\_

**SECTION 4 – PAYMENT**

**A. Payment Information**

**All tuition and fees must be paid before the start of the course. When submitting your application, please enclose the non-refundable application fee of USD \$110 for USA locations, CAD \$110 for Canadian locations. Tuition and fees must be paid in US dollars for USA locations and Canadian dollars for Canadian locations.**

Please check one of the following payment options:

**Money Order**  **Personal Check** (Checks must be drawn on US or Canadian banks only.)

If either of these options are selected, checks and/or money orders must be made payable to **Kaplan**.

**Wire Transfer** (Please see page 4 for detailed information regarding wire payments.)

If this option is selected please provide the following information: Bank Name \_\_\_\_\_ Amount \$ \_\_\_\_\_

**Credit Card**

If this option is selected please complete the Credit Card Authorization section below.

**Credit Card Authorization**

Please charge my payment of \$ \_\_\_\_\_ to:  American Express  Master Card  Visa  Discover

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name of Cardholder \_\_\_\_\_ Signature of Cardholder \_\_\_\_\_

**SECTION 5 – EMERGENCY CONTACT INFORMATION AND REQUIRED SIGNATURE** (A signature is required below.)

**A. Emergency Contact**

**In the case of an emergency who should we contact?** Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Required Signature**

**ALL APPLICANTS:** I, the undersigned, certify that the information that I have provided in this application is true and correct to the best of my knowledge. In case of illness or injury, I give permission to any appropriate medical center to examine and treat me as necessary. Permission is also granted to release any and all information regarding my health to any individuals charged with my care and treatment.

**HOUSING APPLICANTS:** I agree to hold Kaplan and its housing providers harmless from any liability, loss, injury, damage, accident, delay or expense resulting from events beyond their control (without limitation). I understand that by signing this application, I am waiving any right I may have against Kaplan and its housing providers for personal injuries and/or property damage arising from Kaplan or its housing provider's actions or omissions in connection with obtaining housing for me. I acknowledge acceptance of the terms of the refund policy as stated in this application.

**I-20 APPLICANTS:** I understand that I am personally responsible for my compliance with all USCIS regulations listed on page 2 of the I-20 Certificate of Eligibility if I have been issued an I-20 by Kaplan. In submitting this application, I have read, understand, and accept all the terms and conditions of this contract as enumerated on page 4 of this application.

\_\_\_\_\_  
Signature of Applicant (or Guardian for applicants under 21)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Day Month Year

**For agent use only** Please specify payment arrangement:

Student to pay gross \_\_\_\_\_ Student to pay net \_\_\_\_\_ Agent to pay gross \_\_\_\_\_ Agent to pay net \_\_\_\_\_

# 2006 I-20 Application Checklist

(If you are already in the US, you may be required to submit additional documentation and/or information. All documents are subject to review.)



## Kaplan Application for International Students

This application must be filled out entirely and signed at the bottom of page 2.



## Proof of Financial Eligibility

This includes a copy of the student's, student's parent's or sponsor's bank statement, or a bank letter on official bank stationery confirming that the required funds are available. The date, account holder's name, and account balance must be clearly identified, and the letter or statement must be dated within 180 days of the application.



## Signed Letter of Support

If the bank statement or bank letter provided is not in the student's name, the signed letter of support (below) from the person whose name appears on the bank documentation is required:

I certify the financial information and documentation submitted with this application for admission accurately reflects the financial support for the named student to study with Kaplan. My signature certifies that I accept responsibility for the payment of all fees and expenses associated with this student's enrollment with Kaplan. I make this statement for the purpose of assuring Kaplan International that the student named will not become a public charge in the U.S.

\_\_\_\_\_  
Name of sponsor (please print)

\_\_\_\_\_  
Name of student (please print)

\_\_\_\_\_  
Signature of sponsor

\_\_\_\_\_  
Day                      Month                      Year

***If you are applying for a GMAT, GRE, SAT, LSAT, MCAT or DAT\* preparation course you will also need to provide the following additional documents.***



## Proof of English Proficiency

An applicant may submit any one of the following:

- A) A minimum TOEFL PBT score of 550 (523 for the SAT program)†
- B) A minimum TOEFL CBT score of 213 (193 for the SAT program)†
- C) A minimum TOEFL iBT score of 79 (69 for the SAT program)†
- D) A minimum TOEIC score of 785 (650 for the SAT program)†
- E) A minimum IELTS score of 5.5 (5.0 for the SAT program)†
- F) A degree from an American high school, college, or university
- G) A letter from a foreign college or university (or high school for SAT program) attended stating that English is the primary mode of instruction.



## Proof of Scholastic Preparation

An applicant may provide either a transcript or diploma from a college or university showing that a course of study normally required for enrollment is in progress or has been completed.

# 2006 Application: Information & Instructions

## Student Visa Information

### For students planning to study in the USA

In support of a student's application for an F-1 status, Kaplan is authorized to issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students. Submission of the Kaplan Application for International Students and/or payment for course enrollment does not guarantee that Kaplan will issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students.

As stated on page 3 of this application, students planning to apply for an I-20 for study in the USA are required to demonstrate adequate financial support for the entire enrollment period. Kaplan estimates a student's cost of study as follows:

### \$110 Application Fee (if applicable)

- + **Tuition fees**
- + **\$85 per month** (Insurance fees, if applicable)
- + **\$800 per month** (national average living expenses if Kaplan is not providing housing)
- + **\$400 per month for each dependent**
- = **Total cost of study**<sup>††</sup>

It is the applicant's responsibility to determine whether the \$100 SEVIS Fee applies to his/her Visa application. For more information, go to [www.FMJfee.com](http://www.FMJfee.com). Please note that this fee is independent of Kaplan enrollment costs and must be paid directly to the SEVIS administrator.

### For students planning to study in Canada

Students who are planning to study with Kaplan for more than six months should apply for a Study Permit. A Study Permit is typically not required for students who intend to study short-term (less than six months).

If a student believes that he/she may extend his/her study time with Kaplan past six months, Kaplan recommends that the student apply for a Study Permit prior to coming to Canada to avoid having to leave the country in order to obtain a Study Permit at a later time.

<sup>††</sup>Actual cost of study will vary by center and enrollment details.

## Payment Information

All tuition and fees must be paid before the start of the course.

A **non-refundable application fee is required for all applicants. The fee is \$110, payable in US dollars for USA locations and Canadian dollars for Canadian locations.** Fees can be paid by credit card, money order, traveler's check (domestic only), personal check (domestic only), or wire transfer. Check payments are subject to a \$20 Processing Fee if the check is returned.

**Wire Transfer Information:** Payments made by wire transfer **must include** the following information:

- Student Name, ● Center of Study, ● Student ID Number, ● Course of Study

Wire payments must be directed as follows:

### For students planning to study in the USA:

JP Morgan Chase Bank  
4 MetroTech Center, 22nd Floor, Brooklyn, NY 11245  
Account #05 206 0064  
Account Name: Kaplan Chase Control  
Account Bank Routing #021 0000 21  
SWIFT Code: CHASUS33

### For students planning to study in Canada:

TD Canada Trust Bank  
77 Bloor St. West, Bloor & Bay Branch  
Toronto, Ontario, Canada, M5S 1M2  
Account Name: Kaplan (Canada) Ltd.  
Bank #: 004, Transit #: 11042  
Account #: 0512-5229828  
SWIFT code: TDOMCATTOR

**Wire Transfer Information for Agents:** When sending a wire transfer for multiple students please make sure to itemize the names of each student as well as the amount you are allocating to each one. Once the transfer has been completed, please send a confirmation email to [wires@kaplan.com](mailto:wires@kaplan.com) or send a fax confirmation to: **1-213-892-1360** for USA locations, or **1-604-738-7893** for Canadian locations

## Health Insurance

### For students planning to study in the USA

Students studying on an I-20 from Kaplan are required to have adequate coverage for the entire enrollment period. If a student elects Kaplan insurance, coverage will begin on the first day of class. Kaplan insurance cost \$85 per month. There are additional fees for each dependent. If an I-20 student is not able to show proof of adequate coverage on the first day of class, he/she will be required to purchase Kaplan insurance. Proof of adequate coverage includes an insurance membership ID card. **Insurance fees are non-refundable after the course start date has passed.**

### For students planning to study in Canada

The Canadian government highly recommends having health insurance while studying in Canada. Students are welcome to purchase health insurance at the center upon arrival.

## Changes, Curtailments, Cancellations and Refunds

**The Application Fee is non-refundable.** The Application Fee will be waived if the student can provide proof that the Visa was denied.

If the applicant postpones or otherwise changes his/her start date, the student will be charged a **\$50 Express Mail Fee** for the mailing of each additional I-20/Letter of Acceptance.

Students are not permitted to transfer prior to completing four weeks of study at the original Kaplan Center. Transfer eligibility is subject to Kaplan's I-20 transfer-out policy and the approval of the Designated School Official (DSO) at the center of study.

When applicable and regardless of when a student requests housing, any student who cancels the housing request less than 21 days prior to the start date of housing will be charged a **\$200 Cancellation Fee**. The Cancellation Fee will be waived if the student can provide proof that the Visa was denied.

### For students in the USA

#### For Kaplan Test Preparation Program Enrollments

If you are unable to start your program, we will refund all monies paid less any non-refundable charges (e.g. application fee, express mail fee, returned check fee).

If you are unable to complete your course after having started the program or your enrollment is terminated by the school, the following tuition refunds will apply:

If you cancel...	You will receive...
Anytime during the first four weeks of the session,	Tuition paid less four weeks of tuition charges less non-refundable charges. (Please note that if you received any long-term enrollment discounts, your refund will be calculated using regular tuition rates).
Anytime after the first four weeks of the session but before the mid-point of the session,	Pro rata refund of tuition paid less non-refundable charges. (Please note that if you received any long-term enrollment discounts, your refund will be calculated using regular tuition rates).
Anytime after the mid-point of the session,	NO REFUND

All requests for refunds must be submitted via the Course Withdrawal form for processing prior to the course expiration date. In the event your tuition was paid for by a third party, any refund due will be issued to that third party. All withdrawing students must return course materials in good condition or be subject to a course material replacement fee of \$100.

Cancellation of Housing	Refund
0 to 25% of stay completed:	50% of housing cost refunded
25 to 50% of stay completed:	25% of housing cost refunded
50% or more of stay completed:	<b>NO REFUND</b>

### For Kaplan Test Preparation Programs

Students receive a 100% tuition refund if students cancel prior to or on the first day of class. To be eligible for a refund, the Kaplan ID card and all home study materials must be returned in usable condition. All requests for refunds must be made prior to the course expiration date. If students are unable to start or to complete the course, or in the event that the student's enrollment is terminated, Kaplan does offer the following refunds through the third training session.

#### Cancellation after course start date:

- ▶ 100% of tuition refunded before any training session\*
- ▶ 75% of tuition refunded after one training session but before two training sessions\*
- ▶ 50% of tuition refunded after two training sessions but before three training sessions\*
- ▶ After completing three training sessions, NO REFUND\*

\*Because of the wide selection of Kaplan training resources available, a training session for test preparation programs is defined as any of the following: (1) attending one class (teaching section or proctored exam) (2) one visit to the in-center training library (3) use of online training resources (workshops, quizzes, etc.) (4) one tutoring session or one consulting session or (5) use of the home study materials.

### For students in Canada

Cancellation shall be effective upon written notice by registered mail or in person by the student, the return of the homework materials, and the return of the student identification card. In the event cancellation is given prior to the commencement date of the course of instruction and issuance of homework materials but less than thirty (30) calendar days prior to such commencement date, all tuition paid by the student shall be refunded except 20% of the tuition fees. If cancellation is made after commencement of the course of study, all tuition paid by the student shall be refunded based upon the following:

- ▶ If 10% or less of the course study has been completed then 70% of the entire course of study tuition is refunded.
- ▶ If more than ten percent (11%) and up to and including 30% of course study has been completed, 50% of course tuition is refunded.
- ▶ If more than thirty percent (31%) of the course study has been completed, NO REFUND.

The pro rata calculations for courses offered by classroom instruction shall be based upon the tuition divided by the number of classroom sessions offered in the program as of the date of cancellation. Courses offered by tape instruction only shall have the pro rata calculations based upon the tuition divided by the number of sessions contained in the program. Utilization of any portion of the section will constitute completion of that section.