



## PROCEDURES TO APPLY FOR AN I-20 FORM

The minimum requirements for admission are sixteen years of age and completion of the Conversa Language Center's application forms and admission process.

The following documents are necessary when applying for an I-20 Form to study at Conversa Language Center. Original copies are required when you apply for the visa at the US Embassy or Consulate.

1. Application Form
2. Copy of Passport
3. \$100.00 Application Fee
4. Financial Certification
5. Affidavit of Sponsorship
  - When funds are provided by a sponsor like your parents or employer.
6. Proof of finances
  - This should be a bank statement or letter from government scholarship to cover the amount of \$2200/month for the student
7. Affidavit of Room and Board
  - This is necessary **only** if you will be living with someone in Cincinnati for free. Notarization is required. If you will pay for your apartment or with a Conversa Host family or stay at the Conversa House, you do **not** need to send us this form.
8. School Transfer Report
  - This is for **transfer students only**. Sign the top and give the form to your current school. Your current school should fill out the bottom half and fax or email it to Conversa.

You can send your application by email to [apply@conversa1.com](mailto:apply@conversa1.com) or by fax to 513-665-3792. Please note the application fee is a non-refundable fee. After application, you are allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application fee) up until 9:00AM on the first class session. You must provide written notice of cancellation to the school, and if mailed in, becomes effective as of the postmark if properly addressed with proper postage.

Getting a student visa for the United States can be difficult. When you apply for your student visa, you must convince them that you will return to your country after you finish studying. If they think you will remain illegally, they will deny you the visa even though you have an I-20 from us. Bring evidence that you have reason to return, such as having a family, a good job, studying at a University in your country, or have a house or property. Bring with that evidence all the financial documents showing you can pay for your classes here. If you have been to the US or Europe and returned, bring evidence of that also.

Also, please go to this website for information from the US Government about student visas:  
[http://www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html)

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