

# English as a Second Language (ESL) Institute

**Application**  
Full-time F-1 Academic Students

## EDUCATIONAL GOAL

The Center for Extended and Distance Education at Austin Peay State University offers a diversified and intense program of study in English for international students who desire to raise their level of English proficiency in order to seek admission to APSU or another university. It also welcomes people who want to study English to prepare themselves for their professional careers.

Admission to the English as a Second Language (ESL) Institute DOES NOT guarantee admission to APSU. Students wishing to enter APSU must complete a separate application form. Contact the Office of Admissions, APSU Box 4548, Clarksville, TN 37044, or you may apply online at [www.apsu.edu/admissions](http://www.apsu.edu/admissions).

## ACADEMIC YEAR

The academic year includes two semesters, designated as the fall semester and the spring semester. In addition, a summer term with two sessions of five weeks each is available dependent on enrollment.

## COURSES

The ESL courses will be offered through the Extended Education Office. Courses are not taken for credit.

Courses include grammar, conversational English, composition, reading, vocabulary and TOEFL preparation. Effective study skills will be addressed in all courses.

Depending on enrollment, classes may be divided into different levels, such as beginning, intermediate or advanced. Student to faculty ratio will be approximately 10 to 1 so students can receive more personalized attention and opportunities to improve their learning skills. Students will have the opportunity to use campus labs for assignments.

### I. Required Courses: (Beginning, Intermediate and Advanced levels)

- English Grammar
- English Composition
- Conversational English
- TOEFL Preparation
- Reading
- Vocabulary

### II. Other Possible Courses:

- American Art, Culture and Living
- Study Skills
- Library Skills
- Computer Skills
- Private Tutoring

## ELIGIBLE APPLICANTS

1. International students who wish to enhance their English skills before enrolling in a university may enroll in ESL courses. Students with I-20s (certificate of eligibility for F-1 visas) must be full time and provide an official high school or college transcript.
2. Individuals within the community who would like to enrich and improve skills in conversation, reading, listening and writing are welcome. Students can enroll either full time or part time.

### I. Required Fees (Effective Fall, 2011) \*

Registration and maintenance fees  
For fall or spring semester US \$2,990  
(\$200 due in advance with application)

### II. Room and Board

See <http://www.apsu.edu/housing/>

### III. Returnable Deposits

Health Services Deposit US \$ 75\*\*

### IV. Special Fees \*

Application Fee (one-time fee)	US \$ 40.00
Program Services Fee	US \$499.50
Technology Access Fee	US \$112.50
Language Lab Fee	US \$ 20.00
Course Materials Fee	US \$ 10.00
Cultural Activity Fee	US \$100.00

**Total per semester US \$3,807.00**

### V. Other Fees

Late Registration Fee	US \$ 50.00
Express Mail Fee	US \$ 65.00

The costs to express mail an I-20 document are not covered by the ESL Institute. A fee of \$65 is charged at registration to cover those costs. If the actual charges for a particular student are found to be higher than \$65, the student will be expected to pay the additional cost.

**\*All fees subject to change in June of each year.**

**\*\* Not included in total fees**

## APPLICATION

See "Application Requirements Checklist."  
Applications to the ESL Institute should be submitted as early as possible. Send the completed application form along with a money order/bank draft (\$40 application fee and \$200 advance tuition) in US dollars payable to APSU ESL Institute. All items and requests for further information should be sent to the following address.

**ESL Institute**  
**Box 4678**  
**Austin Peay State University**  
**Clarksville, TN 37044**  
**U.S.A.**

**Telephone: (931) 221-6270**

**Fax: (931) 221-7748**

**E-mail: [esl@apsu.edu](mailto:esl@apsu.edu)**

## FINANCIAL SUFFICIENCY

International students must file evidence of sufficient financial resources to pay expenses while at the University (see enclosed form).

## FORM I-20 AND VISA PROCEDURE

An I-20 form (Certificate of Eligibility for F-1 visa) will be issued to international students who have been accepted by the ESL Institute. It is the responsibility of the student to use the I-20 form to apply for the F-1 student visa from the nearest United States embassy in his/her country.

## TRANSPORTATION

Austin Peay State University is located approximately 50 miles from the Nashville International Airport. International students who require assistance with transportation from the airport must contact the ESL Institute (at least one month in advance) for transportation arrangements.

## HOUSING/MEALS

ESL students have the option of purchasing a meal plan (see [www.dineoncampus.com/apsu/](http://www.dineoncampus.com/apsu/)). Limited housing in campus residence halls is available for full-time ESL students. Interested students should contact the ESL Institute at the time of application for more details; further information is found online at <http://www.apsu.edu/housing/>. A prepayment of US \$200 must accompany the housing application. This payment will be applied to the cost of rent. All students living in University housing should provide their own bed linens, towels and other personal accessories, and are responsible for care and cleaning of the room.

## HEALTH AND HEALTH INSURANCE

Before registration, all international students must provide proof/record of immunization against measles, mumps and rubella (MMR), proof of immunization against chicken pox and proof of a negative tuberculosis (TB) test within the past year. Students without proof must take the MMR shot and the TB skin test upon arrival at Austin Peay State University. There is a charge for this service.

The General Assembly of the State of Tennessee mandates that each public or private postsecondary institution provide information concerning hepatitis B infection to all students entering the institution for the **first time**. Those students who will be living in on-campus housing for the **first time** must also be informed about the risk of meningococcal meningitis infection. **Tennessee law requires that such students complete and sign a waiver form provided by the institution.** Download the form at <http://www.apsu.edu/healthservices/MMR.htm>

In addition, all international non-immigrant students must have hospitalization insurance **prior to completing registration**. Students may purchase coverage through the University or provide proof of adequate coverage. <http://www.studentinsurance.com> provides information on current insurance rates.

All full-time F-1 ESL students paying the PSF fee are required to deposit \$75 (per semester) to cover the cost of prescriptions and/or co-pays that typically would be charged to a degree-seeking student's account. The balance will be refunded to the students at the end of their academic studies. Checks should be made payable to Austin Peay State University. Submit the check to the ESL Institute upon arrival at APSU.

## REFUND POLICY

F-1 students applying to the ESL Institute must submit a non-refundable fee of US \$40 and a tuition advance payment of US \$200, housing prepayment (if applicable) of \$200, with the application. If the student is not accepted, the \$200 tuition advance payment will be refunded in full. However, if the student is accepted and then formally cancels at least 60 days prior to the beginning date of the term, \$100 of the tuition advance payment will be refunded to the student. If the student is accepted and fails to arrive, the \$200 tuition advance payment will not be refunded. No refunds will be made for any reason for withdrawals or cancellations on or after the first day of classes. In addition, any costs to express mail the I-20 will be charged to the student and reduce the amount of the refund. See housing application for refund information.

Austin Peay State University is one of 46 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system, which is comprised of six universities, 14 two-year colleges and 26 technology centers. The TBR system enrolls more than 80 percent of all Tennessee students attending public institutions of higher education.

Austin Peay State University is an equal opportunity employer committed to the education of a non-racially identifiable student body. APSU affirms that it does not discriminate based on race, color, religion, national origin, sex, sexual orientation, age, disability or veteran status in the education programs or activities which it operates, nor in admission to or employment in such programs or activities.

APSU adheres to the requirements of Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, as amended, Sections 799A and 946 of the Public Health Service Act, the Age Discrimination Act of 1975, the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Executive Orders 11246 and 11375, and the related regulations to each.

APSU reaffirms that it does not discriminate in employment based on race, color, religion, sex, age, disability or national origin and that it has taken affirmative action on behalf of minorities and women as prescribed by the Equal Pay Act of 1963, as amended, Title VII of the Civil Rights Act of 1964, as amended, executive Order 1246 and 11375 as amended, Age Discrimination in Employment Act of 1967, as amended, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, the Vietnam Era Veterans' Readjustment Assistance Act of 1974 and the Pregnancy Discrimination Act of 1978. Also, see University Affirmative Action Philosophy in the STUDENT HANDBOOK AND CALANDER. Inquiries regarding these acts may be directed to the director of human resources, Browning Building Room 002, telephone (931) 221-7286. AP309/12-08/0.



---

Center for Extended  
& Distance Education

**ESL Institute**

**English as a Second Language Institute**  
**Application for Full-time F-1 Academic International Student**

**PLEASE PRINT (or type) CLEARLY**

1. Name \_\_\_\_\_  
Family Name First Name Middle Name

2. Permanent Address (or local address if military or dependent):

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_  
Country Code Area Code Number

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

3. Address for Parent/Guardian/Spouse (circle one)

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_ Telephone \_\_\_\_\_  
Country Code Area Code Number

E-mail \_\_\_\_\_ Fax \_\_\_\_\_

4. Address for local sponsor or family member. The ESL Institute will provide information about registration and other details in order to assist you on your arrival at APSU.

**Clarksville/APSU Address**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street/P.O. Box \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code Number

5. Date of Birth month \_\_\_\_\_ day \_\_\_\_\_ year \_\_\_\_\_ Country of Birth \_\_\_\_\_

6. Sex  Male  Female

7. Are you a United States permanent resident?  yes  no

If yes, give Resident Alien # \_\_\_\_\_

8. Are you a United States citizen?  yes  no

If no, list country of citizenship \_\_\_\_\_

9. Information for students with disabilities (optional)

If you have a learning or physical disability that will cause you to need assistance while in college, please specify the nature of your disability (medical documentation will be required). Attach additional sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. When will you enroll? (please check one)

Fall (August) 20\_\_\_\_  Spring (January) 20\_\_\_\_

11. Are you interested in campus housing?  yes  no

12. Are you currently attending another college or university?  yes  no

College or University \_\_\_\_\_  
State \_\_\_\_\_ Country \_\_\_\_\_

13. Academic History (Please do not abbreviate)

Name of high school \_\_\_\_\_  
Graduation date: Month \_\_\_\_\_ Year \_\_\_\_\_  
City/State/Country of high school \_\_\_\_\_  
Name under which transcript will be issued \_\_\_\_\_

14. What is the highest level of education you have completed? \_\_\_\_\_  
Degree/Diploma received? \_\_\_\_\_

15. Have you been accepted by another U.S. college or university?  yes  no

If yes, where? \_\_\_\_\_

16. Do you need an I-20 Form from the ESL Institute at Austin Peay State University?

Yes, I am now outside the U.S.  
 Yes, I am studying or have studied at another institution in the U.S.

Name of institution \_\_\_\_\_ Date \_\_\_\_\_

No, I have another type of visa.

17. If your answer is "no" to question 15, what type of visa do you have now?

B-1 (business)  B-2 (tourist)  
 J-1 (exchange visitor)  A-1 or A-2 (diplomatic)  
 Other (please specify) \_\_\_\_\_ Expiration date \_\_\_\_\_

The ESL Institute will provide I-20 forms to students who apply for the full-time program only.

Signature \_\_\_\_\_ Date \_\_\_\_\_

How did you learn about APSU? \_\_\_\_\_