



Global ESL Academy™

Pre-
Arrival
Packet

2020

Address: 254 W. 29th Street Suite# 501, New York, NY 10001

Telephone: 1-212-643-1410

General Office Hours: Monday to Friday, 8:30 am – 7:00 pm

Email: info@globaleslacademy.edu

Mission Statement of Global ESL Academy (GEA)

The mission of Global ESL Academy is to provide quality English language instruction to non-native speakers and to help them learn about and become more comfortable with American culture and customs. Global ESL Academy strives to help students achieve their goals in furthering their education both here and abroad, advancing their careers in this global era and feeling more comfortable living and working in the United States.

Part I: Planning your arrival to the US and GEA

Before you embark on your journey to Global ESL Academy in New York City, we suggest you read the following information to ensure a safe and easy arrival.

Arrival Time

When planning your trip to New York, be sure to allow yourself some time to rest and adjust to your new surroundings and time zone before classes begin. Also, you will need to take a placement exam before being assigned to a class. For these reasons, we recommend arriving at least four days prior to the planned start date.

Visas

A number of factors determine if you will need a visa, and if so, the kind of visa you will need. Such factors include nationality and the reason for your stay in the United States. The visa itself is a travel document that is placed inside your passport and issued by the U.S. Embassy in your country. To find out if you will need a visa to study at Global ESL Academy and if so, which type of visa you will need, please visit the State Department's website at http://travel.state.gov/visa/temp/types/types_1286.html or contact us at info@globaleslacademy.edu

F-1 Visa

If your primary intent is to study in the United States, then an F-1 visa is appropriate. To study at GEA on an F-1 visa you must be at least 18 years of age, or have a high school diploma. If you apply for an F-1 visa, then you will be considered a full-time student and required by US immigration law to study a minimum of 18 hours a week. In order to apply for an F-1 visa, you will first need to obtain a SEVIS I-20 form. There are several steps to complete in order to obtain a SEVIS I-20 form. Please visit our website at <http://www.globaleslacademy.edu/abroad.html> to see the list of necessary actions for obtaining a SEVIS I-20.

Application Procedures for F-1 Visas

Once you have completed the process to obtain an I-20 form, you may apply for an F-1 visa. The first step is to contact the nearest U.S. embassy or consulate in your country to schedule an appointment for an interview. In order to find the nearest U.S. Consulate in your country please visit

the State Department's website at <http://www.usembassy.gov/>. Since application procedures for F-1 visas vary according to country we ask that you consult the U.S. Consulate in your country for complete details.

Interview Appointment for F-1 Visas

As a part of the application process, applicants will be interviewed and required to submit the following forms and documentation:

- Official SEVIS I-20 form which has been signed by both the student and GEA
- Online Nonimmigrant Visa Electronic Application, Form DS-160 (For more information on the Form DS-160 please visit http://travel.state.gov/visa/forms/forms_4230.html)
- Proof of payment for the \$350 SEVIS I-20 fee (**SEE ATTACHED SEVIS I-20 FEE NOTICE**) (Please note, after making payment you can visit www.fmjfee.com to print a copy of your receipt – you do not have to request a receipt sent by ExpressMail)
- A receipt to show payment of the visa application fee (MRV fee receipt)
- A valid passport (the passport validity date must extend at least six months beyond your intended period of stay in the United States unless country specific agreements provide exemptions)
- One 2x2 photograph (please see additional photograph requirements on the State Department's website at http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html)
- Evidence of financial resources for you or your sponsor that proves you can cover the cost of living and educational expenses (original bank statements no more than three months old, affidavit of financial support, proof of income)
- Transcripts, letters of current enrollment and/or diplomas from previous institutions of education
- For those with spouses and children, proof of the student's relationship to his/her spouse and/or children (for example, marriage and birth certificates) are required

Applicants should also be prepared to pay the following fees:

- Non-immigrant visa application processing fee (please consult the U.S. State Department's at http://travel.state.gov/visa/temp/types/types_1263.html for current fees.) You will need to show proof of this payment when you come to your interview
- If the visa is issued, you may also have to pay a visa issuance fee (to find out if you must pay a visa issuance fee please visit the website below and select your country http://travel.state.gov/visa/fees/fees_3272.html)

How to Prepare for an F-1 visa Interview

INTERVIEW AT THE U.S. EMBASSY

*** What to Bring With You to the Visa Interview**

Be sure to bring the following with you to the visa appointment:

- Passport
- Required photo(s)
- Visa fee or proof of visa fee payment
- Federal SEVIS Fee payment receipt
- U.S. non-immigrant visa application forms (unless you will be completing it at the Consulate or embassy)
- Global ESL Academy's admission letter
- SEVIS I-20 from Global ESL Academy
- Proof of financial support
- Evidence of ties to your home country
- Any other documents required by the embassy or consulate

*** Strategies for the Visa Appointment**

You are well advised to consider the following matters prior to your visa appointment, as you may be asked about each item.

1. **Academics:** Be definite and clear about your educational plans.
2. **English:** Anticipate that the visa interview might be conducted in English and you might have to explain why you want to come to the United States to study English.
3. **Ties to Your Home Country:** Demonstrate convincing reasons for consular officials to believe that you intend to return home after studies in the United States.
4. **Financial Documentation:** Be prepared to prove financial ability to pay for your education and living expenses.
5. **Be concise:** Because of the volume of visa applications, all consular officials are under considerable pressure to conduct a quick and efficient interview.
6. **Not all countries are the same:** Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas.
7. **Dependents remaining at home:** If you have a spouse and/or children remaining behind in your home country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular official gains the impression that your family members will need you to remit money from the United States in order to support them, your student visa will almost surely be denied.

*** Visa Denial**

The vast majority of Global ESL Academy students will be successful in obtaining their student visas. Despite this, a small number of students may have their visa applications denied. The most common reasons for visa denial are:

- Failure to prove sufficient ties to your home country, or
- Failure to provide sufficient evidence of financial support

The visa officer must verbally inform you of the reason for the visa denial. If your visa is denied, please send an e-mail message to info@globaleslacademy.edu and provide the date and location of your visa interview, and details regarding the reason given by the visa officer for the denial. You can re-apply for the visa again but only if you have additional evidence to support your initial reason of denial. If your visa gets denied in the end and you request a refund, we will refund 100% of your tuition (excluding the application and mailing fees.)

F-1 International Transfer Students

F-1 International Students already in the U.S. who are transferring from another school will receive a transfer I-20 form from Global ESL Academy no later than 15 days after they start classes at GEA. In order to successfully transfer your I-20, you will be required to submit the following documents to GEA:

- Affidavit of Support
- I-20 application
- Your/your sponsor's financial documents
- Transfer Enrollment Status Form
- Copy of passport, visa, I-94 and all I-20 forms that were issued to you from previous educational institutions

To complete the transfer process, students must follow the steps below:

- Fill out an I-20 application form
- Send or bring GEA the required documentation (listed above)
- Register and make payment for our Full-time Intensive Academic Program (additional fees for application, registration and placement test apply)
- See a Designated School Official about your submitted documents and to finalize the transfer process
- Pick up your I-20
- Schedule an appointment for the placement test
- Take the placement test (approximately 2.5-3 hours in length)
- Sign an enrollment form
- Buy books
- Receive class schedule
- Receive student handbook
- Begin classes at GEA

- Attend New Student Orientation

If you plan on travelling outside of the U.S. during the break between the last semester at your previous institution and the start of classes at GEA, you must reenter the U.S. with an I-20 form issued from GEA. Also, be sure that your I-20 is signed by one of the GEA DSOs (Designated School Officials) to reenter into the United States.

NOTE: Reinstatement or Change of Status

If an I-20 is issued for F-1 reinstatement or change of status from J-1 to F-1 by I-539 application, SEVIS requires you to register for and attend classes from the nearest session start, and continue to register for and attend classes every session at Global ESL Academy until your F-1 status is approved or denied. If your application for reinstatement is denied, you will have to leave the country immediately.

Part II: What to Expect After Your Arrival/ U.S. Customs

When you arrive at the airport you will need the following documents ready – **do not** pack them inside your luggage. After disembarking the plane you will have to pass through U.S. customs. A Customs officer will ask you for the following documents:

- Passport
- SEVIS I-20
- Please remember the name and contact information of the Primary Designated School Official: **Kyung Kenny Lee** (tel.) 212-643-1410

Along with this, you will be asked a series of personal questions. Be prepared to answer information about the following:

- Your first and last name
- Date of birth
- Intended length of stay in the U.S.
- Purpose/Intent for your visit to the U.S.
- Fees you have paid
- Your return ticket
- If you've been to the U.S. before
- If you intend to work in the U.S. (remember, if you have an F-1 Student Visa, you are **not** permitted to work in the U.S. by law)

U.S. Immigration will electronically notify the school of your arrival in the U.S. Students are required to report to Global ESL Academy within ten days of arriving in the United States. When you arrive at GEA on the first day you will need to bring the following documents with you:

- Your original passport
- Your original visa
- Your current mailing address

What to do if you are missing your I-20:

If you arrive in the United States without your original I-20, or if it is not properly completed, but you are otherwise eligible for admission, US Customs and Border Patrol (USCPB) may grant you a temporary 30-day admission by issuing a Form I-515A. This form must be resolved by the student within the 30-day time period.

If you are issued an I-515A, you must read the marked section identified by the Customs and Border Patrol (CBP) Officer to determine which additional documents or signatures are needed to submit to Washington D.C. After you've gathered all necessary documents, submit them, along with **all original documents** listed under the section identified by the CBP officer. The mailing address is noted on the Form I-515A. It's a good idea to use a receipt-based mail service, such as certified mail, so that you have proof that the documents were received by the government prior to the expiration of the 30-day admittance period. One of our Designated School Officials can help you with this process and can help you to understand which documents to submit if you need assistance.

Please understand that the issuance of the Form I-515A is not guaranteed. In order to avoid this it is essential to carefully review all of your travel documents and requirements, including their accuracy and validity, before you leave for your studies in the United States. Also, certain airlines may deny you a boarding pass for your flight to the U.S. if you do not have your I-20. Please contact your airline directly to obtain their policies.

Transportation

From the Airport:

After clearing U.S. Customs you will need to find transportation to your accommodations. Have the address of where you are staying readily available. We advise you to take a NYC Yellow Taxi from the airport to your destination. It is important to ensure that the taxi is licensed by the NYC Taxi Commission. If you get into an unmarked taxi, you may be charged extra for your ride. NYC Yellow Taxis, as of December 2012, provide a flat fare from JFK International Airport to destinations in Manhattan for \$52.00 plus any tolls. A NY State Tax Surcharge of \$.50 will be added to each trip (these prices are based on the information gathered from the New York City Taxi and Limousine Commission and may be subject to change). Please note, in the U.S. it is customary to tip the taxi driver an additional 15-20% of the charge (an additional charge of around \$7 to \$10). For more information about NYC Yellow Taxis please visit their website at http://www.nyc.gov/html/tlc/html/passenger/taxicab_rate.shtml

As an alternative to taxi service, Global ESL Academy can also provide pick-up service for a fee. Pick-up service is available from JFK International Airport and LaGuardia Airport in New York and

Newark International Airport in New Jersey by the school. For more information or to arrange an airport pick-up, please email us at info@globaleslacademy.edu

For information on other types of public transportation please visit the MTA's website at <http://www.mta.info/>

Part III: Student Housing

Global ESL Academy strongly advises our students to make housing arrangements before they come to the United States. We can help students who need short-term or long-term housing in different settings such as in a home-stay in an American home or in dormitory-style single or double rooms in neighborhood guest houses. If students would like to arrange their own housing and need information, we can still assist them. Please note all requests for housing arrangements should be made at least 6 to 8 weeks prior to your arrival and there is a small fee charged for the service. If you need more information or would like us to arrange housing for you, please email us at info@globaleslacademy.edu

Part IV: Academic Placement, Classes, Books, Schedules & Orientation

Placement Test

You will need to schedule a time to take your placement test after you've arrived and before classes begin. For those students who are here for a limited stay, and are unable to complete a placement test upon arrival, special arrangements can be made for an online assessment and phone interview. For all other students, the placement test will be given at the school.

On-site Placement Tests

Students can schedule an appointment at their convenience at least two to three days before the start of the program. You should expect the test to take approximately two to three hours. The exam will consist of both oral and written parts and includes three sections. This first part is made up of 100 multiple choice questions regarding grammar and reading comprehension. This is followed by a 15 minute writing test and then by a 15 minute oral interview with a GEA Director. If you think you are at a beginner level, you can ask to take our Beginner Placement Test instead. This is a shorter test, which takes only about half an hour. You will be told your results and level at the end of the interview.

Online Placement Test

For those students who are coming to study at GEA for a program of three to four weeks and will not be arriving in New York at least three to four days before the start of the program, we can

arrange to test you in English language proficiency before you arrive. In this case, the written section of the exam can be done via email and a phone interview will be conducted with a GEA Director to cover the oral part of the exam. If you need to arrange a pre-arrival test, please email us at info@globaleslacademy.edu

Schedules, Classes, Levels, & Orientation

The Intensive Academic Program

The Intensive Academic Program is an 18-hour per week program designed to help students build confidence and achieve fluency and accuracy in English in preparation for further study in undergraduate and graduate level programs in English or for professional use in the United States or abroad.

The Intensive Academic Program offers instruction in all skills in the form of two different integrated skills classes – Writing & Reading and Grammar & Oral Skills.

These classes are offered at four levels:

- Beginner
- Intermediate
- High-Intermediate
- Advanced

Please note: Each level takes a minimum of 2 sessions (16 weeks) to complete, however, some students may need a 3rd session before advancing to the next level.

Students in the Intensive Academic Program have the choice of studying

Full-time -- 18 hours of classes per week (both the Writing/Reading class and the Grammar/Oral Skills class)

or

Part-time -- 9 hours of classes per week (either the Writing/Reading class or the Grammar/Oral Skills class)

Students can register for the morning, afternoon or evening program at the times below:

	Monday	Tuesday	Wednesday	Thursday
Morning	9:00 – 12:30	9:00 – 12:45	9:00 – 12:30	9:00 – 12:45
Evening	6:00 – 9:30	6:00 – 9:45	6:00 – 9:30	6:00 – 9:45

The Business English Program

The Business English Program is an 18-hour per week program designed to enable students to build their confidence and to improve their ability to communicate in English in a wide range of business situations. The Business English Program offers instruction in all skills in the form of two different classes. The first is Integrated Business Skills and the other is Grammar & Business Communication.

These classes are offered in four levels:

- Pre-Intermediate
- Intermediate
- Upper-Intermediate
- Advanced

Please note: Each level takes a minimum of 2 sessions (16 weeks) to complete

Students in the Intensive Academic Program have the choice of studying:

Full-time -- 18 hours of classes per week (both the Integrated Business Skills class and the Grammar & Business Communication class)

or

Part-time – 9 hours of classes per week (either the Business Skills class or the Grammar & Business Communication class).

Students can register for the morning, afternoon or evening program at the times below:

Monday	Tuesday	Wednesday	Thursday
Evening	6:00 – 9:30	6:00 – 9:45	6:00 – 9:30

The Introduction to Pronunciation Program

This class is designed to help students of all levels to individually identify the areas of their pronunciation that need improvement. The Introduction to Pronunciation Program meets for a total of three hours per week at the times below:

Tuesday	Thursday
1:30 – 3:00	1:30 – 3:00

The TOEFL iBT Preparation Program

This TOEFL iBT Preparation program introduces students to all of the components of the TOEFL iBT exam. Through practice exercises and exams in class, students will become familiar with the tasks required on the exam and will also learn test-taking strategies which will help them improve their scores on the exam. The program consists of 3 different classes which concentrate on different aspects of the TOEFL iBT.

TOEFL iBT Preparation classes meet for 3 hours per week on Tuesday evenings.

Monday/Tuesday/Wednesday Afternoon
2:00 pm – 5:00 pm

TOEFL iBT Preparation classes are offered to students at the following levels:

- High-Intermediate
- Advanced

Please note: Placement testing is not required for students who want to take classes in this program only.

However, a demonstrated proficiency at the high-intermediate or advanced level is required.

The following three classes are offered as part of our TOEFL iBT Preparation Program. Students may take them in any order that they choose.

TOEFL iBT: Focus on Listening and Speaking

This class will help prepare students for the individual listening and speaking tasks on the TOEFL iBT and for the integrated listening/speaking sections. Students will focus on listening for main ideas, supporting ideas and details as well as learning how to draw inferences and to identify the speaker's purpose, method and attitude. To improve their speaking on the TOEFL, students will learn how to understand test prompts, summarize and offer opinions, speak about how ideas in two passages are related, and deliver a clear, well-reasoned response.

TOEFL iBT: Focus on Reading, Writing & Listening

This class will focus on activities that will help students develop skills which are required for the integration of reading, listening and writing on the TOEFL iBT. Students will work on tasks such as

identifying vocabulary and idioms, drawing conclusions based on information in the listening and reading passages, understanding language functions, restating and summarizing information, reading the essay prompt carefully, forming opinions, brainstorming, writing informal outlines, and planning and organizing an essay.

TOEFL iBT: General Review, Note-Taking and Test-Taking Strategies

This class will focus on all of the components of the TOEFL iBT exam and will help students to increase the speed at which they take the exam by having students complete multiple practice exams both in and out of class. Students will get a review of grammar, syntax, vocabulary and idioms as well as practice for the written portions of the TOEFL iBT. Additionally, students will work on improving reading comprehension skills and developing and improving their listening skills. Note-taking skills will be emphasized with exercises concentrating on listening for specific facts, phrases or signal words, as well as writing in phrases and using abbreviations and other shortcuts.

Please check the following page on our website for the most up-to-date calendar with all of our upcoming session dates: www.globaleslacademy.edu/calendar.html

Your First Day & Orientation

Please arrive at school 15 minutes early on your first day of class. This will give you sufficient time to pick up your schedule and buy books if you have not done so already.

Global ESL Academy holds an orientation during the first two weeks of classes. Students will be notified via email and fliers as to the date and time of the upcoming orientation. All F-1 international students are required to attend the student orientation. The orientation is designed to give new students helpful information about regulations and policies regarding F-1 status and academic policies in place at Global ESL Academy.

Part V: Student Conduct

Classes at Global ESL Academy are designed to be interactive. That is, students are expected to take an active role in their education. As a result, participation is essential to your overall performance at GEA. In order to avoid disruption in class, please refrain from using cell phones or other electronic devices unless they are being used as reference resources and the teacher has given you permission for them.

Homework

While studying at Global ESL Academy, full-time students can expect to spend at least one to two hours a day on homework. For those studying part-time, expect to spend at least 30 minutes to one hour on homework per class session.

Attendance

You must attend classes 80% of the time. If you do not attend the first week of classes and do not notify Global ESL Academy, you may be dropped from class. If you miss three or more days of classes due to illness of you or a family member you take care of, or a personal emergency, you must bring official documentation for those absences to be excused. For example, if a family member was sick and you needed to miss 3 days of class to care for them, you can bring a note or invoice from a medical clinic where the family member was treated, showing the date they were seen, and reason for visit. If you are not sure if the absence can be excused, please speak with the Academic Director as soon as possible.

Punctuality

If you are more than 15 minutes late to class you will be given a mark of ½ absent. This means that if you are late to class 15 minutes or more twice, then both ½ marks are equal to one whole absence.

Probation

If you fail to meet the attendance and academic requirements at Global ESL Academy you may be placed on probation. Probation is determined by the GEA Directors and may be related to the following: irregular attendance, repeated poor academic performance, disruptive behavior or any other form of improper conduct in class.

Dismissal

You may be dismissed from the Academy if you fail to meet the terms and conditions of your probation or engage in behavior that is deemed inappropriate or inconsistent with Global ESL Academy's policies. If you wish to appeal your probation or dismissal, you may do so by putting your request in writing and giving it to one of the GEA Directors.

Part VI: Student Services

Health Insurance

Medical care in the United States can be costly if you do not have health insurance. While acquiring health insurance is not required, obtaining it is highly recommended. You may purchase health insurance at any time, though Global ESL Academy advises you to buy it before arriving in the U.S. Having health insurance will financially protect you and provide you with access to quality medical care. Although GEA does not directly provide health insurance, it does offer information on various health care options and can assist you in choosing a plan that best suits your needs. Monthly costs are determined by factors such as age and the amount of coverage you prefer. ISO Insurance offers three different plans for students. To see a list and more information on these plans, please see our

website. To contact ISO directly, please call 1-800-244-1180. We are happy to provide support if you need further assistance with selecting a health insurance plan.

Higher Education Academic Advising

For students who wish to continue learning in a higher educational setting, such as an undergraduate or graduate program in an American college or university, our Academic Director, or Academic Coordinator are both available for guidance.

GEA also offers step-by-step assistance with the application process for a small fee. International students applying to American colleges and universities require a mass of information. Global ESL Academy can inform you of which documents, including test scores, are needed for the application. We then directly submit all necessary documents to the college or university of your choice.

Orientation Programs for New Students

At these orientations, students will obtain information on a range of topics, including:

- Class and attendance requirements
- Academic policies at Global ESL Academy
- F-1 (Student) visa requirements
- Maintaining one's status
- Getting around New York
- Opening a bank account
- Getting a cellular phone
- Other topics that are essential for people newly arrived in this country

Special Workshops

These workshops include information and consultation on a variety of immigration-related topics, including:

- Researching and applying to a college or university in the United States
- How to obtain a driver license in New York
- How to file income taxes if you are not a resident or a citizen of the United States
- An extension of an educational stay in the United States

Student Health & Safety

While studying with us it is important to familiarize yourself with not only the rules of the school but the laws of the land. For example, to drink alcohol in the United States you must be at least 21 years of age. To smoke cigarettes in the United States you must be at least 18 years of age. Over the last few years, smoking inside public buildings (such as schools, offices, stores, restaurants, etc.) as

well as in close proximity to public areas has been banned. For more information on these and other laws to familiarize yourself with before your arrival, please visit

<http://gonyc.about.com/od/newyorkcitybasics/tp/New-York-City-Laws-You-Should-Know.htm>