

OUT OF COUNTRY

INFORMATION SHEET

Please provide the following to become eligible for admission:

1. Completed and signed Out of Country Application form;
2. Copies of Passport (picture, personal information pages);
3. If there are dependents applying as F-2 (spouse, and/or children under 21 years of age only) provide copies of passport picture page and personal information page;
4. The applicant should either have enough funds to support him/herself and dependents (if applicable) while in the United States or have a sponsor.

If self-sponsored:

- a. Provide evidence of financial ability to pay for studies and living expenses while in the USA: copy of most recent bank statement showing at least \$1,100.00 for each month that the applicant is planning to study e.g. \$1,100.00 X 12 months: \$13,200.00.

Note: U.S. Consulate might ask for the latest 3 months at the interview.

* If accounts are in foreign currency, please provide current conversion rates.

If sponsored:

- a. If sponsor is not a U.S. citizen or Permanent Resident, the Affidavit of Support Section on the Application Form must be filled out and signed;
- b. If sponsor is a U.S. citizen or Permanent Resident, sponsor must provide Form I-134 (download form at <https://www.uscis.gov/i-134>). It is recommended that the sponsor provide a copy of previous year income tax returns.
- c. Sponsor must provide a copy of most recent bank statement showing at least \$1,100.00 for each month that the applicant is planning to study e.g. \$1,100.00 X 12 months: \$13,200.00.

Note: U.S. Consulate might ask for the latest 3 months at the interview.

* If accounts are in foreign currency, please provide current conversion rates

5. Signed Enrollment and Refund Policy.
6. Tuition and Fees:
 - a. Registration Fee (US\$ 100.00);
 - b. I-901 SEVIS Fee (US\$ 200.00);
 - c. Service Fee (US\$25)*;
 - d. First four weeks of course tuition (refunded if visa is denied) *

Registration fee, SEVIS Fee and First four weeks of course tuition are due upon registration. Registration Fee and SEVIS Fee are non-refundable.

I-901 SEVIS Fee can be paid by the student at www.fmjfee.com/i901fee.

* Charged only if HEI pays for the I-901 SEVIS fee on behalf of the applicant.

** Tuition as per Price List and Courses. Refer to Enrollment and Refund Policy for more information.

7. After we receive all of the required documents, allows us 5 business days for document processing. If any documents are missing, you will be notified by contact information provided on the Out of Country Application form. Otherwise, we will send your official acceptance packet with the Form I-20 to the mailing address that you provided on the Out of Country Application form;
8. HEI will send your official acceptance package after receipt of due payment;
9. Student will schedule an interview at the American Consulate or Embassy closest to his/her current location outside of the United States of America;
10. Student must notify school of approval or denial and follow instructions for pre-arrival and orientation;

***All documents, without exception, in a language other than English must have a "notarized translation".**

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