



## CONDITIONS OF ADMISSION – TRANSFER IN STUDENTS International Students – F-1 (Student) Visa status

### STEPS TO PROCESS YOUR TRANSFER TO CCLS MIAMI

1. Apply to our Intensive English Language Program (information below)
2. Fill out the CCLS transfer form and present it to your current school
3. Upon receipt of the complete transfer form from your current school, CCLS will make a decision on your transfer request. If you are accepted, CCLS will send your current school a letter of acceptance and request your transfer to CCLS
4. Enroll for your first course upon confirmation of transfer. CCLS will provide you with a new I-20
5. Be ready to start classes on the date indicated on your I-20 (item 5)

### HOW TO APPLY TO CCLS' INTENSIVE ENGLISH PROGRAM (Step 1 above)

1. Read the General Information and Conditions of Admissions document.
2. Fill out and sign the Application for Admission form provided
3. Fill out and sign the Certificate of Financial Support
4. Attach certification of financial support to the Certificate of Financial Support (see below)
5. Attach a copy of the current I-20 form, your passport Identification page and F-1 visa page (or Form I-797 for change of status students)
6. Submit the above documentation to CCLS along with the **non-refundable** application fee of USD125. You may submit the documentation by fax, email or mail.

Note: There is no need to pay another SEVIS Fee (Form I-901)

#### CCLS contact information

Email: [info@cclsmiami.edu](mailto:info@cclsmiami.edu)

Address:

**CCLS** – Cultural Center for Language Studies  
International Student Admission Office  
3191 Coral Way, Suite 114  
Miami, Florida 33145  
USA

#### Acceptable certification of financial support (item 3 above): Choose one of the following:

1. A current personal bank statement or a letter in English, Spanish or Portuguese from the student's financial institution showing that the student has sufficient funds to pay for school, housing, food and any incidental expenses during his stay in the Miami **OR**
2. **Both** a sponsorship letter/affidavit of support (in English, Spanish or Portuguese) from the student's parents or other source of support (a relative, an employer, etc.) stating they will be responsible for the student's expenses during his stay in the Miami, **AND** a bank statement (or bank letter) verifying the sponsor's financial ability to meet the student's expenses. In the sponsorship letter, it should be clearly stated that the sponsor will cover all school and living expenses. **OR**
3. An official scholarship letter (in English, Spanish or Portuguese) from the student's employer or other organization that will cover all his school and living expenses.

*CCLS – Cultural Center for Language Studies*

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