

Application Checklist

For Regular

CELAC Admission:

- 1. Completed application form
- 2. Completed financial guarantee plus bank statement
- 3. Original or certified copy of High School or College grade transcripts
- 4. Original or certified copy of High School or College diploma
- 5. Certified English translations of both documents (if not in English)
- 6. Enclosed \$100.00 non-refundable deposit (\$50 will be applied to your tuition payment)*

Application Deadlines:

Fall - July 15th Spring - Dec. 1st Summer - April 30th

For Dual Admission Only:

- Completed steps 1-5 from above
- Completed UNM international undergraduate application and financial guarantee available at <http://www.unm.edu/preview/ugradapp.pdf>
Please submit printed paper version; do not apply online.
- Enclosed \$150.00 non-refundable deposit instead (\$50 will be applied to your tuition payment, and \$50 will be applied to your UNM application.)*

Application Deadlines:

Fall - June 30th Spring - Nov. 15th Summer - March 15th

***Make check or money order payable to:** University of New Mexico, (Personal checks must be from a US Bank)
Credit card payments, Visa or Mastercard, can only be made in person at the Office of International Programs & Studies.

Mail complete application and documents to:

The Center for English Language and American Culture
MSC06-3850, 2111 Mesa Vista Hall
1 University of New Mexico
Albuquerque, NM 87131-0001 USA

For faster processing, you can fax us your application and documents, then send originals along with deposit by regular or express mail service. **Fax: (505) 277-1867**

For more information contact us at: Phone: (505) 277-4032
Email: celac@unm.edu
www.unm.edu/celac

Signature Required

I certify that all the information given in this application is complete and accurate to the best of my knowledge.

Signature of Student: _____ Date application completed: _____

Refund Policy:

Last day to withdraw from a **16 week program (fall or spring)** to receive 100% tuition refund: Must be before the end of the 3rd week of classes.
Last day to withdraw from an **8 week summer program** to receive 100% tuition refund: Must be before the end of the 2nd week of classes.
After these dates there is no refund available unless by prior arrangement and agreement, or for unusual circumstances, such as a medical or family emergency.

Application Requirements

For Regular or Dual Admission a student must:

- Be at least 18 years-old
- Have proof of high school graduation
- Have a minimum U.S. equivalent Grade Point Average of 2.0 (2.5 for Dual Admission)
- Have basic knowledge of the English language (CELAC does not offer beginning level classes.)
- Send application with financial guarantee and enclose the required school documents plus deposit

For faster processing, you can fax your application to us, and then mail the original application and documents.

Regular Admission

- The application processing time usually takes a few days to three weeks.
- International students seeking student visa F-1 will be sent an I-20 non-immigrant form for the duration of time you have requested to study at CELAC.
- Once you are here, if you decide to continue your studies, we can extend your I-20 with adequate financial guarantee.

Dual Admission

- Dual Admission is for students interested in earning an UNDERGRADUATE degree at UNM after finishing CELAC (not available for graduate students). Dual Admission requires you to complete the UNM undergraduate application at the same time as the CELAC application. If accepted for Dual Admission, you will be sent a one-year, I-20 form and a conditional acceptance letter from the UNM Admissions Office. You can begin your academic studies only after attaining the required UNM English proficiency level. At that time, you will be issued a new academic I-20 for five years.
- Please note that this application process takes more time and has an **earlier deadline**.
- If you are not sure about applying to UNM at this time, you can apply once you are in CELAC. The CELAC staff will be happy to assist you with this process and transfer your school documents to the UNM International Admissions office.

Helpful Steps on Applying for an F-1 Student Visa

For New International Students Coming to the US:

After you have applied and been accepted, CELAC will send you an I-20 non-immigrant visa form. You will need to use this I-20 form to apply for an F-1 Student visa for entry into the US at the United States Embassy or Consulate nearest your place of residence once you are sure you will attend UNM. If you have already applied for a visa using another school's I-20, and you want to attend UNM, you will need to return to the consulate and apply for a new visa that has UNM listed as the school you will attend. Otherwise, you will need to attend the school whose name appears on the visa. To make an appointment and for specific instructions for citizens of your country, please visit the US Department of State website at: <http://usembassy.state.gov/>. **Make sure you allow plenty of time for an interview appointment.** In some countries the waiting period may be as much as one month to four months just to get an appointment. If you enter the U.S. on a tourist visa (B-1, B-2), you will not be allowed to study in a full-time program. You will need to change your visa to an F-1 student visa through the USCIS before you can begin your studies here. This process can take up to two to four months and can be costly.