

StepUp Intensive English Program Registration Instructions

Registration

A completed registration packet contains the following:

1. Registration Form

Print out and complete the entire StepUp Program Registration Form. Sign and date the statement agreeing that you have understood the requirements of the program.

2. Tuition Deposit & Registration Fee

Please see the chart below for the deposit rates and registration fees. Registration forms will not be processed until both the tuition deposit and registration fee have been received.

Enrollment	Tuition Deposit	Registration Fee
Full-time	\$500	\$50
Part-time	\$250	~

3. Proof of Full Financial Support

Original documents proving full financial support should be submitted with your form. Financial support documents must be originals (no photocopies) and should indicate that sufficient funds are available to cover the cost of StepUp tuition and living expenses of at least \$900 per month for the duration of your StepUp studies.

Submit your completed registration packet to the address or fax number below:

StepUp Intensive English Program

English as a Second Language	phone: 610.758.6099
Coxe Hall, 32 Sayre Drive	fax: 610.758.6905
Lehigh University	inesl@lehigh.edu
Bethlehem, PA 18015-3198	
USA	

Deadlines

Please submit the StepUp Program Registration Form by the deadline stated in your departmental letter. Applicants who are not applying to Lehigh should submit the registration form at least 45 days in advance of the start of StepUp in order to allow enough time for the visa process.

Admissions

After receiving your registration form, the English as a Second Language office will send you a confirmation letter, orientation information, and an invoice for the program tuition. You will also receive visa information from the Office of International Students and Scholars.

Insurance Information

Lehigh University requires that all students have adequate insurance coverage for the duration of their studies. For international students who enter the U.S. as a "J" visa holder, U.S. law requires full insurance coverage. The StepUp program does not provide medical insurance for participants, so you will need to make your own arrangements.

Visa Information

The Office of International Students and Scholars at Lehigh will issue the immigration documents necessary for you to attend the StepUp Program only upon receipt of a completed registration form and proof of full financial support. If you have specific visa questions, please contact:

Office of International Students and Scholars

Coxe Hall, 32 Sayre Drive	phone: 610.758.4859
Lehigh University	fax: 610.758.5156
Bethlehem, PA 18015-3198	intl@lehigh.edu

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Schedule and Prices

Summer 2012	Fall 2012	Spring 2013
<i>7 weeks ~ June 13th – August 3rd</i>	<i>9 weeks ~ Sept 5th – Nov 9th</i>	<i>9 weeks ~ January 30th – April 12th</i>
Full-time (all 4 courses) \$4,350	Full-time (all 4 courses) \$4,550	Full-time (all 4 courses) \$4,550
Academic Writing <i>3 days/week (M, W, F) ~ 9:30am – 11:30am</i> \$1,275	Academic Writing <i>3 days/week (M, W, F) ~ 9:30 – 11:30am</i> \$1,375	Academic Writing <i>3 days/week (M, W, F) ~ 9:30 – 11:30am</i> \$1,375
Speaking & Listening <i>4 days/week (M, T, W, F) ~ 12:00 – 3:00pm</i> \$1,475	Speaking & Listening <i>3 days/week (M, W, F) ~ 12:30 – 2:30pm</i> \$1,375	Speaking & Listening <i>3 days/week (M, W, F) ~ 12:30 – 2:30pm</i> \$1,375
Advanced Academic Reading <i>3 days/week (M, W, F) ~ 3:30 – 5:30pm</i> \$1,275	Advanced Academic Reading <i>3 days/week (M, W, F) ~ 3:00 – 5:00pm</i> \$1,375	Advanced Academic Reading <i>3 days/week (M, W, F) ~ 3:00 – 5:00pm</i> \$1,375
American Culture <i>2 days/week (T, Th) ~ 1:00 – 4:00pm</i> \$575	American Culture <i>2 days/week (T, Th) ~ 9:30 – 11:30am</i> \$625	American Culture <i>2 days/week (T, Th) ~ 10:45 – 12:45pm</i> \$625

Residence Halls (summer only)

Living on campus in the StepUp residence hall is a great way to get to know the Lehigh campus and nearby Bethlehem community as well as to be with other students that are in the StepUp program. The residence hall ensures a safe, comfortable living and studying environment while only being a short walk to your classes.

Features

- Two-person air-conditioned room (limited availability single rooms)
- Full kitchen, furnished living room/dining area, & bathroom
- Desk, telephone & Internet access
- Linen set (bed sheets, towels, pillow, and blanket) included
- Conveniently located laundry facilities
- Outdoor picnic area
- Common Area

Residence Hall Pricing

Double bedroom	TBA	Extra night rate ~ double bedroom	TBA
Single bedroom	TBA	Extra night rate ~ single bedroom	TBA

Rates are from Tuesday night, June 12th through Friday night, July 3rd.
The deadline for move-out is 12:00 noon on Saturday, August 4th.

*** A non-refundable housing deposit of \$500 is required in advance; remaining balance is due no later than June 13.**
**** All undergraduate students are required to stay in the StepUp residence hall.**

StepUp residence students are responsible for their own meals and may choose to cook for themselves or "pay as you go" in the Lehigh on-campus restaurants and dining halls. A full-service grocery store and numerous, affordable restaurants with a wide variety of cuisines are just a short walk from campus (recommendations happily provided).

StepUp Intensive English Program Registration Form

Mail or fax the completed form to:
English as a Second Language, 32 Sayre Drive, Lehigh University, Bethlehem, PA 18015 USA; Fax (610) 758-6905

Applicant Information

First name _____
Family name _____
Gender _____ Date of Birth _____
month/day/year
Citizenship _____
Native Language _____

Permanent Address

Street _____
City _____ State _____ Postal Code _____
Country _____
Telephone _____
Cell phone _____
Email _____

Local Address

Street _____
City _____ State _____ Postal Code _____
Country _____
Telephone _____
Cell phone _____
Email _____

Enrollment Status

I have been accepted by Lehigh University as a full-time student.

Please select one:

- Undergraduate
 Masters
 PhD

Department _____

I will be attending another university after StepUp.

University _____
Department _____

I am a high school student.

Date of Graduation _____

Other _____

Program Selection

I am enrolling in StepUp as a:

- Full-time student
 Part-time student

For the following term:

- Summer 2012
June 13th - August 3rd
 Fall 2012
September 5th - November 9th
 Spring 2013
January 30th April 12th

Course Selection (part-time students only)

- Academic Writing
 Speaking & Listening
 Advanced Academic Reading
 American Culture

English Proficiency

- I have not taken the TOEFL.
 Internet Based TOEFL
Section Scores: Reading _____
Listening _____
Speaking _____
Writing _____
 Paper and Pencil TOEFL _____

Visa Status

I am a permanent resident or citizen of the US and I do not need a visa.

I need a visa
Type of visa: F1 - student visa
 J1 - exchange student visa

Please send my visa to my:

- Permanent address
 Local address

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Payment

Registration Fee

Full-time students only - \$50

Tuition Deposit

Full-Time students - \$500

Part-Time students - \$250

The tuition deposit is not refundable except if an entrance visa is not granted in time to begin your StepUp program or if you are not accepted into the StepUp program.

Housing Deposit

I would like to reserve a **single room** (limited availability) in the StepUp residence hall on campus (summer only) and agree to pay the \$500 housing deposit.

I would like to reserve a space in a **double room** in the StepUp residence hall on campus (summer only) and agree to pay the \$500 housing deposit.

Payment Method

Check or money order (*please enclose check or money order drawn on a US bank*)

Wire transfer* (*please enclose the wire transfer receipt*)

Credit card

Please select card:

Visa Master Card American Express

Name as it appears on card

Card Number Exp. Date

* Student is responsible for all transaction fees for wire transfers.

To be read and signed by all applicants:

I declare that I have understood the requirements of this program and that the information reported on this form is complete and correct.

Signature _____

Date _____

Print Name _____