# ELI Application Process

The completion of the entire ELI application process might take between 27 to 35 days. Please keep this in mind when planning ahead for registration.

## Timeline:

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start</strong></td>
<td>Submission of all required documents and payment of registration fee by deadline date.</td>
</tr>
<tr>
<td><strong>Program Coordinator (PC)</strong></td>
<td>Program Coordinator will submit documents to Office of International Program (OIP).</td>
</tr>
</tbody>
</table>
| **OIP PC** | 1. OIP issue I-20.  
2. PC email student to contact,  
3. Students can use [https://study.eshipglobal.com](https://study.eshipglobal.com) or collect personally. |
| **Student** | 1. Receive I-20.  
3. After that, pay the visa application fee at [www.ustravel.docs.com](http://www.ustravel.docs.com)  
4. Once your payment has been made, you will be prompted to make a visa interview appointment.  
5. Pick your date carefully. If you fail to attend your interview there might be delays. Bring the required documents. |
| **Student** | 1. Bring the necessary documents to the interview:  
- Sevis Fee Receipt  
- Visa Receipt  
- Passport (ORIGINAL)  
- I-20 (ORIGINAL) |
| **Student** | 1. Collect the passport with F-1 visa.  
2. Make travel arrangements to arrive for Placement Test. |
| **End of process 27 to 35 days from Start date** | Arrive at UTEP for Placement Test and Orientation at ELI. |

## Actions by New Students:

**Local, L2, F2, W4**

Submission of all required documents and payment of registration fee by deadline date.

**Program Coordinator (PC)**

Program Coordinator will send a “Transfer in” form to the student. Student needs to complete it and submit it back to Program Coordinator.

**OIP PC**

1. Receive I-20 and make travel arrangements to attend Placement Test.

## Actions by Transfer Students:

Submission of all required documents:
- Application form
- I-20
- I-94
- Visa
- Transfer form from present school

Program Coordinator will send a “Transfer in” form to the student. Student needs to complete it and submit it back to Program Coordinator.

**PC** - Program Coordinator  
**OIP** - Office of International Program  
**ELI** - English Language Institute

* Approximate duration each step takes in order to be completed.

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If you need to change your start date please inform PC (Program Coordinator) as soon as possible.

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Arrive at UTEP for placement test.