

Ivy E & E Institute / Ivy College

Application Instructions and Checklist

The school (Ivy) will issue you the SEVIS I-20 form, official admission documents, after you send all necessary documents listed below to Ivy. You can download Ivy's **Application Form / PDF Download** from www.Chicagolvy.com . All documents must be typed or legibly **written in English**. Any submitted document to Ivy will not be returned to the applicant.

Please send completed application by **air mail to:** Ivy College, 482 N. Milwaukee Ave. Wheeling, IL 60090, USA. Or you **email** the completed application to info@Chicagolvy.com

Students Applying from Abroad (your home country):

- Ivy application form completed and signed by the applicant (or guardian)
 - Nonrefundable processing fee: \$125 application fee Shipping/ mailing fee \$75
Express with tracking: \$99 (Postal code is required for mailing)
 - Copy of transcripts or diploma from your high school or college. TOEFL score is not required.
 - Proof of financial resources: copy of bank balance statement from applicant's or sponsor's bank*
 - Copy of face page of applicant's passport. Must be valid for at least six (6) months.
 - Optional: If you plan to stay with your dependents, include any official document (copy of passport and family register or equivalent) that lists your family member's biological information.
- Processing fee for accompanying family members (F-2): \$50.

Students Transferring into Ivy from another US school:

- Ivy application form completed and signed by the applicant (or guardian)
- Nonrefundable processing fee: \$125 application fee
- Copy of transcripts or diploma from your high school or college. TOEFL score is not required.
- Proof of financial resources: copy of bank balance statement from applicant's or sponsor's bank *
- Copy of face page of applicant's passport. Must be valid for at least six (6) months.
 - Copy of your U.S. visa, CBP entry stamp or I-94 arrival/ departure card.
 - Copy of current I-20 Form and SEVIS Release Form for Transferring Into Ivy
- Optional: Copy of I-797A (only if I-539 COS filed); Shipping/ mailing fee \$75 (may vary)
- Optional: Copy of current I-20 Form of each dependent

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Students applying change of status (COS from B or J) to F-1 (in the U.S.A.):

We'd love to **help you succeed!** We would like to know your current situation so that we can help you satisfactorily. You may call the Ivy Office at 1-847-541-1525 or 1-847-564-1525 to make an appointment for a meeting.

- Ivy application form completed and signed by the applicant (or guardian)
- Nonrefundable processing fee: \$199 application fee Placement test at Ivy
- Copy of transcripts or diploma from your high school or college. TOEFL score is not required.
- Proof of financial resources: copy of bank balance statement from applicant's or sponsor's bank *
- Copy of face page of applicant's passport which is valid for at least six (6) months.
 - Copy of your U.S. visa, CBP entry stamp or I-94 card (and valid **DS 2019 for J visa**).
- Copy of official document that lists your family member's biological information and a \$50 fee.

U.S. Residents:

- Ivy application form completed and signed by the applicant (or guardian)
- Nonrefundable processing fee: \$100 application fee Placement test at Ivy
- Copy of transcripts or diploma from your high school or college.
- Copy of face page of applicant's passport or valid ID (drivers license)

*with Affidavit of Financial Support form or Form I-134 (COS case)