

Dear Prospective Student,

It is my understanding that you are interested in transferring to the International English Training (IET) program from another school. Please be sure to follow IET's guidelines as well as your current school's guidelines during this transfer process. Following are the transfer steps.

1.	Complete the International English Training (IET) Program Application Form. Download an application form
2.	Sign IET's Transfer In Form and give it to the Designated School Official at your current school. Ask the official to send the completed form to the IET program.
3.	As proof that you have enough funds to pay for tuition and living expenses, enclose a statement from your bank in your name showing \$10,000 US available to you for study in the US plus an additional \$3,500 for each dependent who will need an F-2 visa. An Affidavit of Support will need to be completed for students who will not be financing their own education.
4.	Enclose a \$100 check or money order payable to IET. This is your non-refundable application fee. You may also pay through Visa, MasterCard or Discover.
5.	Mail application, bank statement, application fee, passport copy, I-94 copy, and visa copy to: International English Training 1020 New Holland Avenue Lancaster, PA 17601 USA. To expedite the process, you may scan and email your application and documents to international_english@iu13.org and you may pay the application fee by calling us at 717-606-1708.
6.	Pick up your new I-20 from the International English Training Program and sign #11.
7.	You will need to pay for your first semester's tuition before starting your classes. We accept checks, money orders, or credit card payments in American dollars, but not cash.

If you have any questions, please do not hesitate to contact us at international_english@iu13.org or (717) 606-1708. We look forward to hearing from you.

Sincerely,

The staff of the International English Training program

