

UNIVERSITY PLACEMENT SERVICE



Undergraduate Application

The University Placement Service (UPS) offers the opportunity for you to apply for university admission through our ELS University and Career School Cooperative Program. Instructions for applying to a college or university through the University Placement Service are listed below.

Application Instructions

1. In English, complete all items on the application form and the financial statement.
2. Sign the application and financial statement forms where indicated. If you are under 21 years of age, your parent or guardian must also sign the application (in English). Your application cannot be processed without the necessary signatures.
3. Include the following with the UPS Application:
 - ▶ Current official Bank Statement issued within the last 6 months
 - ▶ One official set of original sealed transcripts per institution to which you are applying (must be translated into English)
 - ▶ Official sealed post-secondary transcripts if applying for transfer credits
 - ▶ One unsealed copy of your transcripts for the student file
 - ▶ Statement of Purpose/Essay
 - ▶ Official test scores, if applicable
 - ▶ Copy of Passport page
 - ▶ One photograph per institution
 - ▶ Additional documents if necessary (portfolio, etc.)

Legal Name (as shown on passport)

Mr. Ms. Mrs.

Last/Family Name(s)

Given/First Name

Full Middle Name(s)

I plan to attend ELS Language Centers in the USA Yes No Undecided

Approximate date of attendance (month/day/year) _____

Colleges/Universities to which you wish to apply (in order of preference)

Location _____

Please check the appropriate box to apply for admission to a U.S. College or University:

- Conditional Admission (Requesting admission based on your academic record with the understanding that you will be attending an ELS Language Center prior to matriculating to the institution)
- Regular/Full Admission (All conditions for admission have been met, and you are eligible for admission based on your academic record and required English proficiency.)

Please send to:

**ELS Language Centers
University Placement Service
400 Alexander Park
Princeton, NJ 08540**

**Fax: +1 609-750-3507
Phone: +1 609-750-3506
E-mail: upsinfo@els.edu**

Complete Biographical Information

1 Name (as shown on passport)

Last/Family Name(s)

Given/First Name

Full Middle Name(s)

2 Male Female

3 Married Single

4 Date of Birth

____ / ____ / ____
month day year

5 Native Language

6 Country of Citizenship

Passport Number

7 City and Country of Birth

8 Father's Full Name

Company/Employer

Highest Level of education attained _____

Guardian

Occupation/Title

Mother's Full Name

Company/Employer

Highest Level of education attained _____

Guardian

Occupation/Title

9 Permanent Address (Address in your home country)

Street Address

City, State

Country

Postal Code

Telephone (country and city code)

Fax

E-mail

10 Agent Mailing Address

Company Name

Street Address

City, State

Country

Postal Code

Telephone (country and city code)

Fax

E-mail

11 U.S. Address ELS Language Centers, University Placement Service 400 Alexander Park, Princeton NJ 08540

Emergency Contact

Please provide contact information for a person ELS can reach in case of an emergency.

Name

Relationship

Street Address

City, State

Country

Postal Code

Telephone (country and city code)

Fax

E-mail

Academic Information

Term you would like to begin studying for your degree

Year _____ Fall Winter Spring Summer

Intended Program of Study (Major) _____

Area of Specialization _____

Applicant's Name

Student ID (For Office Use Only)

List all educational institutions you have attended.

Type of Institution	Name of Institution	City/Country	Dates Attended MM/YY – MM/YY	Diploma/Degree Received	Major	Grade Point Average (e.g. 3.8/5.0)
Secondary School						
Secondary School						
College/University						
College/University						

If you have not yet made a college selection, please select a state within your preferred region of the United States.

Region	State (Please indicate First, Second or Third Choice)
West Coast (e.g. California)	
Midwest (e.g. Minnesota)	
South (e.g. Florida)	
East Coast (e.g. New York)	

Have you previously applied to any U.S. colleges or universities? Yes No

If yes, please list the name(s) of the institution(s) and the date of the application.

Name of Institution (City/State)	Date of application	Accepted (Y/N)	Dates Attended MM/YY – MM/YY

Test Information

Please list any standardized tests that you have taken or plan to take

Test	Date Taken/To Be Taken	Score
IELTS		
iBT / TOEFL		
SAT/ACT		

Employment History

Please list your employment experiences. You may use additional paper if necessary. Please include your resume.

Employer	Job Title	Dates Employed

Other Required Information

Have you ever been found responsible for a disciplinary violation at an educational institution you have attended during your secondary school years? Yes No

Have you ever been convicted of a misdemeanor, felony, or other crime? Yes No

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explain the circumstances.

Personal Essay

Aside from your grades and test scores, this essay will provide a more personal and insightful view of yourself. It will demonstrate your ability to organize your thoughts and communicate on paper. Please write a 300 word essay on a topic of your choice or choose a topic from the list below. Please indicate your topic by checking the appropriate box.

- Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and how it impacted you.
- Discuss an issue of personal, local, national, or international concern and its importance to you.
- Indicate a person who has had a significant influence on you and describe that influence.
- Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- Topic of your choice (ex: Why you chose a particular program of study)

Write your essay on a separate sheet(s) of paper and submit with this application. You must put your full name and date of birth on each sheet.

Financial Certification

Each application requires financial certification, **IN ENGLISH**. This means that you must provide proof that you will have sufficient funds to meet your living and tuition expenses, as well as the living the expenses of family members who might travel with you on student-dependent (F-2) visas. Any **ONE** of the following is acceptable:

- A) A current personal bank statement or an original letter from your bank, OR
- B) A bank statement and signed letter or Affidavit of Support stating responsibility for your expenses. This form must be signed by the person(s) whose name appears on the bank statement, OR
- C) A letter guaranteeing your financial support from your employer, OR
- D) An original scholarship letter from your government or other organization.

Required Signature

I hereby certify that all the information contained in this application is true and correct. I understand that ELS Language Centers' University Placement Service (UPS) is relying on this certification to arrange my placement in an institution of higher learning in the U.S.A. I hereby authorize UPS to complete, sign, and submit on my behalf any and all documents and forms required to obtain acceptance to an institution of higher education and to receive direct notification of the results of said application. Additionally I give permission to institutions of higher learning to release any and all pertinent information regarding my application and acceptance to ELS University Placement Service. I understand that UPS and its affiliates have no liability to me whatsoever in connection with my enrollment in any institution of higher education, including but without limitation to, any claims for transportation, tuition, fees, and living expenses.



Signature of Applicant (in English)

Date

Signature of Parent or Guardian if Applicant is under 18

Date

ELS and University Placement Service Financial Statement

I hereby certify that, exclusive of travel funds, I will have a minimum of \$ _____ in U.S. currency available to me for each year (12 months) that I am studying at a college/university in the USA.

1 Applicant Name

Mr. Ms. Mrs.

Last/Family Name(s)

Given/First Name

Full Middle Name(s)

2 These funds will be provided in the following manner (check and complete all that apply)

Personal

Amount

Name of Bank

Family or Sponsor

Name of Sponsor

Relationship

Amount

My Government

Name of Agency

Amount

3 I further certify that I can make the necessary arrangements to have these funds transferred to the United States of America

Monthly by Semester Annually

We, the undersigned, realize we are fully responsible for the financial support of the applicant while he/she is studying in the USA, and we will be held accountable by the academic institution for maintaining the terms of this statement.

Signature of Applicant (if self sponsored)

Date

Name and Signature of Sponsor

Date

Address of Sponsor

Sworn and subscribed before me this _____ day of _____ in the year _____

Signature and Seal of Notary _____

Please send to:

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Princeton, NJ 08540**

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Phone: +1 609-750-3506
E-mail: upsinfo@els.edu**