



## **TRANSFER STUDENT REGISTRATION INFORMATION**

Thank you for selecting Capstone English Mastery Center to study English in the USA. Please read and follow each step carefully to ensure **all documents** requested are given to Capstone to start the registration process.

### **Step One - Submit All Documents to Capstone and Pay your \$150 Registration and Placement Test fee**

Capstone students are responsible for the following non-refundable fees:

- **Registration and Placement Test fee:** \$150 due at the time application documents are submitted.
- **Capstone's Initial Term of Study Tuition fee:** \$2,200 - divided into two payments of \$1,100 every 6 weeks.
- **Book fees:** Due on the first day of classes, average cost of \$220 for four (4) courses.

### **Capstone will not start the transfer process until all documents are submitted by the student.**

- **Registration Form:** Complete the attached registration form or print one from our website. Fill out all pages completely and sign the last pages.
- **Financial Resource:** You must submit proof of financial resources to cover tuition and living expenses for the term of study: a family bank statement or an Affidavit of Support (Form I-134) from an American citizen. For 12 months of study, bank statements should show an average balance of at least \$21,372. Documentation must be no more than 6 months old.
- **Copy of Passport:** Please bring your passport. Capstone will make copies.
- **I-20:** Please bring all of your I-20s. Capstone will make copies.
- **Registration Fee:** \$150. Due when you submit all documents listed above.

### **Step Two - Transfer Request. Always talk to your DSO first:**

- **Transfer IN Form:** You are transferring from a school within the United States. Complete the top part of the Capstone Transfer In Form. Submit the form to the Designated School Official, DSO, at your current school. The DSO may ask you to return the form to Capstone or they may FAX or email it to us. The DSO will determine the date your SEVIS record will be released to Capstone if you are eligible for transfer. This form must be completed by your current school's DSO to verify your current U.S. immigration status. Do not leave your current program until you have received confirmation of your enrollment to Capstone program.
- Capstone will review and confirm your acceptance or denial for enrollment. Capstone will contact you regarding your enrollment.

### **Student Orientation & Placement Test**

Orientation is Mandatory. On the day of your scheduled Orientation, you will be required to complete your immigration check-in, pay tuition, take an initial placement exam and attend an informational session that will give you more information about what to expect when you return to begin your classes. The Placement Test is mandatory and will be given on the day of Orientation for all students, both Full-Term and Mid-Term arrivals. You should be prepared to spend approximately 2 - 3 hours at Capstone on this day. For students who arrive Mid-Term, you will be required to take a second Diagnostic Exam two days following the Orientation. This test is also mandatory and will take approximately 3 hours to complete. There is a \$100 fee if you miss Orientation and you may not be eligible to enroll in the term.

Documents you need to bring with you to the Orientation:

- Passport
- I-20 (F-1 visa holders)
- US address, emergency contact information, and US telephone number