



THE INTERNATIONAL ENGLISH INSTITUTE

640 Spence Lane, Suite 121
Nashville, TN 37217 USA

www.iei.edu
info@iei.edu

Phone +1 (615) 327-1715
Fax +1 (615) 399-9799

Thank you for your inquiry about the International English Institute (IEI). IEI has an excellent reputation for helping students learn English quickly and effectively over the past thirty years. Attached is an application, along with some other general information about our school. I hope it helps answer any questions you may have about us. Our next registration dates are April 30th and then June 25th in Nashville as well as in our newer location in Murfreesboro. Before we issue a **transfer I-20**, we need four things:

1. Fill out our **application** and mail or FAX it back to us. You can get the application from our web site <<http://www.iei.edu>> or we can mail or FAX a copy to you. I know it says on the web page that you can submit it electronically, but it really works better if you print it, and mail it with the other documents.
2. **\$150** in US dollars (\$50 application fee, and a \$100 tuition deposit).
3. Financial documentation, such as a **bank letter** showing enough funds to cover the costs of tuition (at least \$3,500 per seven-week term or \$23,100/year is needed). The letter can be in another language, only see that the name of the account holder is in English, and that the amount of money is calculated with an appropriate exchange rate into equivalent US dollars. A Fax is fine.
4. A completed "**Transfer In Form**". You will fill in the top and then send it to your current or previous school who will fill in the rest and then return it to us. This is to verify that you are "in status" with USCIS and eligible to transfer to our school.

Lastly, we will contact your previous school to tell them to transfer your SEVIS I-20 file to our school so we can issue you a new I-20. I hope this is clear, but feel free to contact me if you have any further questions. I am looking forward to working with you in the future!

Sincerely,

Adia E. Hanson
Administrative Director
ahanson@iei.edu

