



GADSDEN STATE COMMUNITY COLLEGE

International Programs

Post Office Box 227 • Gadsden, Alabama 35902-0227 • www.gadsdenstate.edu

Dear Prospective Student,

Thank you for your inquiry. We have attached the information and forms that you will need to apply to the Alabama Language Institute and Gadsden State Community College.

These forms and this information are also available on our website, and we invite you to visit the site. Go to <http://www.gadsdenstate.edu>. At the top, you will select "Future Students" and in the side bar menu "International Students." You will find the application to download and print when you select the button "Application Form" on the International Programs home page.

We are very proud of our International Programs at Gadsden State and hope that you will become part of our international family. True to the Gadsden State Community College Vision Statement: *Empowering students to succeed in a global environment*, we have served international students for more than 50 years, and our intensive English program, the Alabama Language Institute, has served students since 1973.

If you have any questions or need help, please feel free to email international@gadsdenstate.edu or call (256) 549-8438.

Again, thank you for your interest and we hope to see you in Alabama soon.

Sincerely,

Becky Duckett, Director
International Programs and Alabama Language Institute

cg



GADSDEN STATE COMMUNITY COLLEGE

P.O. Box 227, Gadsden, Alabama 35902-0227 (256) 549-8324 Fax (256) 549-8344

Homepage: www.gadsdenstate.edu

Email address: international@gadsdenstate.edu

APPLICATION PROCEDURES

To apply to Gadsden State Community College / Alabama Language Institute, complete and submit the Application Packet (Documents 1-8). For students transferring from a school in the United States, complete and submit the Application Packet (Documents 1-8) and the Transfer Clearance Form (Document 9).

- 1) _____ **Application for Admission** — Complete all blank spaces with the information requested.
- 2) _____ **Affidavit of Financial Support** — Submit evidence of sufficient funds to cover the cost of attending Gadsden State Community College. Have your financial sponsor complete and sign the affidavit. Signature needs to be certified or notarized. Include an original bank letter from your sponsor's financial institution, showing the balance in your sponsor's bank account in US dollars.
- 3) _____ **Medical Records** — A medical health history with proof of vaccinations.
- 4) _____ **Official high school transcript** — Send a certified original translated and evaluated copy of the student's high school transcript & diploma. (Suggested evaluators: <http://www.wes.org/> or <http://www.lisano-intl.com/>)
- 5) _____ **Official university transcript** — Submit original or recently certified copy of transcripts from universities you have attended. English translations are required of any transcripts not in English.
- 6) _____ **Test of English as a Foreign Language** — If applying for college, submit a TOEFL score of 500 (on the paper-based test), 61 (on the internet-based test), or IELTS (International English Language Testing System) test score of 5.5, indicating proficiency in the English language. An official score must be sent directly to Gadsden State from ETS or IELTS. The TOEFL institutional code for Gadsden State is 1262. TOEFL or IELTS score is not required for the Alabama Language Institute.
- 7) _____ **Small photograph of yourself.**
- 8) _____ **A photocopy of the ID page of your passport.**
- 9) _____ **Transfer Clearance Form** — To be completed by your International Student Advisor if you are a transfer student from an American university or college.

Mail all documents together to: **GADSDEN STATE COMMUNITY COLLEGE**
International Programs Office
P.O. Box 227, Gadsden, AL 35902-0227

or **GADSDEN STATE COMMUNITY COLLEGE**
International Programs Office
1001 George Wallace Dr., Gadsden, AL 35903

Your application will be carefully evaluated and a decision made. If approved, you will receive an acceptance letter and the 1-20 form. If you wish to have your 1-20 sent by Federal Express or DHL, it is your responsibility to pay for the charges. The 1-20 form is a legal document and cannot be faxed. You will need to take the 1-20 form to the nearest U.S. Embassy or Consulate to apply for a student visa. For program information, visit Gadsden State's homepage: www.gadsdenstate.edu

PROGRAM OF STUDY

ACADEMIC DIVISION

AS - ASSOCIATE IN SCIENCE

GENERAL STUDIES.....	GNST
<i>Areas of Interest* (Concentration Codes):</i>	
*AGRICULTURE.....	AGR
*AQUATIC BIOLOGY.....	AQB
*BIOLOGY.....	BIOL
*BUSINESS ADMINISTRATION.....	BUSI
*CHEMISTRY.....	CHEM
*COMPUTER INFORMATION SYSTEMS.....	CIS
*COMPUTER SCIENCE SCIENTIFIC.....	CSS
*CRIMINAL JUSTICE.....	CRMJ
*DIAGNOSTIC MEDICAL SONOGRAPHY.....	DMS
*EARLY CHILDHOOD EDUCATION.....	ECED
*EDUCATION.....	EDUC
*ELEMENTARY EDUCATION.....	ELED
*EMERGENCY MEDICAL SERVICES.....	EMS
*HEALTH, PHYSICAL ED & RECREATION.....	PHED
*HISTORY.....	HIST
*MATHEMATICS.....	MATH
*MEDICAL LABORATORY TECHNOLOGY.....	MLT
*MESSAGE THERAPY.....	MSG
*POULTRY SCIENCE.....	AGP
*PRE-DENTAL.....	PDEN
*PRE-ENGINEERING.....	PEGR
*PRE-FORESTRY.....	FOR
*PRE-LAW.....	LAW
*PRE-MEDICINE.....	PMED
*PRE-NURSING-ADN 2-YEAR TRACK.....	PNUR
*PRE-NURSING-BSN 4-YEAR TRACK.....	PNUT
*PRE-PHARMACY.....	PPH
*PRE-VETERINARY MEDICINE.....	PVET
*PSYCHOLOGY.....	PSYC
*RADIOLOGIC TECHNOLOGY.....	RAD
*REALTIME BROADCAST CAPTIONING.....	BCC
*REALTIME REPORTING.....	RTR
*RELIGION.....	RELG
*SOCIOLOGY.....	SOCI

AA - ASSOCIATE IN ARTS

GENERAL STUDIES.....	GNST
<i>Areas of Interest* (Concentration Codes):</i>	
*ART.....	ART
*ENGLISH.....	ENGL
*LIBERAL ARTS.....	LAR
*MUSIC.....	MUSC
*PSYCHOLOGY.....	PSYC
*SPEECH.....	SPH

NCA - COURSES ONLY

PHLEBOTOMY.....	CLP
ALABAMA LANGUAGE INST.....	ALI
PER ENRICH/TRANSIENT STUDENTS.....	UDA

AAS - ASSOCIATE IN APPLIED SCIENCE

ACCOUNTING TECHNOLOGY.....	ACCT
CHILD DEVELOPMENT.....	CDV
COMPUTER NETWORK ADMINISTRATIVE.....	NWA
COMPUTER SCIENCE TECHNOLOGY.....	COMT
DIAGNOSTIC MEDICAL SONOGRAPHY.....	DMS
EMERGENCY MEDICAL SERVICES.....	EMS
HUMAN SERVICES.....	HUS
MARKETING MANAGEMENT.....	MRKT
MEDICAL LAB TECHNOLOGY.....	MLT
OFFICE ADMIN—GENERAL.....	OAD
OFFICE ADMIN—HEALTH INFORMATION TECH.....	OAH
OFFICE ADMIN—LEGAL.....	LEG
OFFICE ADMIN—MEDICAL.....	MDS
OFFICE ADMIN—TRANSCRIPTION & CODING.....	TRC
PARALEGAL.....	PRL
PUBLIC SAFETY TELECOMM. (C0 ADM-JSU).....	PST
RADIOLOGIC TECHNOLOGY.....	RAD
REGISTERED NURSING.....	NUR

CERT - CERTIFICATES

COMPUTER—BUSINESS COMPUTING.....	BCT
COMPUTER—MICROCOMPUTER REPAIR.....	CIP
COMPUTER—WEB DEVELOPMENT.....	WDV

Must have separate acceptance letter:

DMS — Diagnostic Medical Sonography
EMS — Emergency Medical Services
MSG — Massage Therapy
MLT — Medical Lab Tech
RAD — Radiology
RN — Registered Nursing
BCC — Real Time Broadcast Captioning
RTR — Real Time Reporting/Broadcast

TECHNICAL DIVISION

AAS - ASSOCIATE IN APPLIED SCIENCE

AIR CONDITION & REFRIGERATION.....	ACR
AUTO MANUFACTURING TECHNOLOGY.....	AUT
CIVIL ENGINEERING TECHNOLOGY.....	CET
DRAFTING & DESIGN TECHNOLOGY.....	DDT
ELECTRICAL TECHNOLOGY.....	ELT
ELECTRONIC ENGINEERING — INDUSTRIAL.....	ILT
ELECTRONIC ENGINEERING— GENERAL.....	EET
INDUSTRIAL AUTOMATION TECH.....	INT
MECHANICAL DESIGN TECHNOLOGY.....	MDT
PRECISION MACHINING TECHNOLOGY.....	PMT
REALTIME BROADCAST CAPTIONING.....	BCC
REALTIME REPORTING.....	RTR
SALON & SPA MANAGEMENT.....	SAL

CERT - CERTIFICATES

AIR CONDITION & REFRIGERATION.....	ACR
AUTO COLLISION REPAIR.....	ABR
AUTO MANUFACTURING TECHNOLOGY.....	AUT
AUTOMOTIVE SERVICE TECHNOLOGY.....	AUM
CIVIL ENGINEERING TECHNOLOGY.....	CET
DIESEL TECHNOLOGY.....	DEM
DRAFTING & DESIGN TECHNOLOGY.....	DDT
ELECTRICAL TECHNOLOGY.....	ELT
ELECTRONIC ENGINEERING TECHNOLOGY.....	EET
INDUSTRIAL AUTOMATION TECH.....	INT
MECHANICAL DESIGN TECHNOLOGY.....	MDT
PRECISION MACHINING TECHNOLOGY.....	PMT
SALON & SPA MGM COS TECHNOLOGY.....	SAL
WELDING TECHNOLOGY.....	WDT



GADSDEN STATE COMMUNITY COLLEGE INTERNATIONAL PROGRAMS

P.O. Box 227 - Gadsden, Alabama 35902-0227 (256) 549-8324 - Fax (256) 549-8344

APPLICATION FOR ADMISSION

**ATTACH
RECENT
PHOTO
HERE
(Required)**

DATE OF APPLICATION _____ / _____ / _____
MONTH DAY YEAR

NAME (in passport)

LAST NAME / FAMILY NAME FIRST NAME MIDDLE NAME

ADDRESS IN YOUR HOME COUNTRY

U.S. MAILING ADDRESS / CONTACT PERSON (IF ANY)

STREET

NAME

APARTMENT #

STREET APARTMENT #

CITY / STATE / COUNTRY / POSTAL CODE

CITY / STATE / ZIP

TELEPHONE

AREA CODE / TELEPHONE

E-MAIL ADDRESS (Please print clearly)

E-MAIL ADDRESS (Please print clearly) CELL PHONE

WHERE DO YOU WANT US TO SEND THE I-20 FORM ? ☐ HOME COUNTRY ADDRESS ☐ U.S. ADDRESS ☐ WILL PICK UP

DATE OF BIRTH: _____ / _____ / _____ GENDER: ☐ Male ☐ Female
MONTH DAY YEAR

COUNTRY OF CITIZENSHIP: _____ CITY OF BIRTH: _____ COUNTRY OF BIRTH: _____

ARE YOU CURRENTLY IN THE U.S.A? ☐ Yes ☐ No

IF YOU ARE IN THE U.S., LIST TYPE OF VISA STAMPED IN PASSPORT: _____ VISA ISSUE DATE: _____ / _____ / _____ VISA EXPIRATION DATE: _____ / _____ / _____
MONTH DAY YEAR MONTH DAY YEAR

PASSPORT NUMBER: _____

APPLYING FOR ADMISSION TO: Intensive English Program _____ College _____

SEMESTER YOU PLAN TO START: Fall _____ Aug. _____ Spring _____ Jan. _____ Summer _____ May _____

PROGRAM OF STUDY (in college): _____

IS ENGLISH YOUR FIRST LANGUAGE? ☐ Yes ☐ No (If no, list first and second languages) _____

IF ENGLISH IS NOT YOUR FIRST LANGUAGE, HAVE YOU EVER TAKEN THE TOEFL TEST? ☐ Yes ☐ No

If yes, please fill the following: TOEFL Test Date: _____ / _____ / _____ TOEFL Score: _____
MONTH DAY YEAR

Have your score sent directly from ETS to: International Programs Office, GSCC, P.O. Box 227, Gadsden, AL 35902-0227

GSCC INSTITUTIONAL CODE 1262

LIST HIGH SCHOOL YOU HAVE ATTENDED / GRADUATED:

Name of High School _____ Date of Graduation _____

LIST ANY COLLEGES AND/OR POST-HIGH SCHOOL INSTITUTIONS YOU HAVE ATTENDED:

Name of College _____ State _____ Country _____

Name of College _____ State _____ Country _____

HIGHEST DEGREE EARNED: ☐ High School or Equivalent ☐ Associate Degree ☐ Bachelor's Degree ☐ Master's Degree ☐ Doctorate Degree

ARE YOU TRANSFERRING FROM A UNIVERSITY IN THE UNITED STATES? ☐ Yes ☐ No

HAVE YOU PREVIOUSLY APPLIED TO GADSDEN STATE COMMUNITY COLLEGE? ☐ Yes, WHEN: _____ / _____ / _____ ☐ No
MONTH DAY YEAR

HOW DID YOU HEAR ABOUT GSCC / ALI? ☐ GSCC Webpage ☐ Online - other sites _____ ☐ Family / Friend ☐ Other _____

I understand that withholding information requested in this application, or giving false information may make me ineligible for admission to, or continuation in, the College. I agree to abide by the rules, policies, and regulations of the College as outlined in the Student Handbook and College Catalog. With this in mind, I certify that all above statements are correct and complete.

APPLICANT'S SIGNATURE: _____

DATE: _____ / _____ / _____
MONTH DAY YEAR

EDUCATIONAL RIGHTS AND PRIVACY ACT ("BUCKLEY AMENDMENT") NOTICE: Under the Federal Rights and Privacy Act 20 U.S.C. 12329 Gadsden State Community College may disclose certain student information as directory information. Directory information includes the names, addresses, telephone numbers, dates of birth and major fields of study of students, as well as information about students participation in officially recognized activities and sports, the weight and height of members of athletic teams, the dates of attendance of students, degrees and awards received, and the most recent previous educational agency of institution attended by a respective student. If any student has any objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in person or in writing the Registrar Room 124 of Allen Hall during the first three weeks of the respective semester or academic year.



GADSDEN STATE COMMUNITY COLLEGE

INTERNATIONAL PROGRAMS

P.O. Box 227 - Gadsden, Alabama 35902-0227 (256) 549-8324 - Fax (256)549-8344

AFFIDAVIT OF FINANCIAL SUPPORT

SUBMIT COMPLETED FORM TO:
INTERNATIONAL PROGRAMS OFFICE, GSCC
P.O. Box 227, Gadsden, Alabama 35902-0227

International students or their sponsors must provide evidence of sufficient funds available to support financially two semesters of study at Gadsden State Community College. This affidavit must be signed by the sponsor and stamped or sealed by a notary public, bank official or individual authorized to certify documents. An **original** letter with an official signature on **bank letterhead** must also be submitted. The letter should verify a current account balance and whether the account is in good standing. The sponsor must have a minimum income of \$25,000 (U.S. dollars) per year.

Please Print

I, _____, who resides at _____
Name of Sponsor Sponsor Address

Sponsor Address Sponsor E-mail Address Sponsor Telephone Number

being duly sworn, depose and say that it is my intention to support _____
Name of Student

who resides at _____
Student Home Country Address

_____, and comes to the United States to study at Gadsden State Community College
Student Home Country E-mail Address

and reside at (U.S. address, if known) _____
Student U.S. Address

Student U.S. Phone Number Student U.S. E-mail Address

I am aware that Gadsden State Community College does not consider students registered for classes unless the student pays **all** tuition and fees at registration.

I am willing and able to maintain and support the prospective student. This affidavit is made by me for the purpose of assuring Gadsden State Community College that the student I am sponsoring will have sufficient funds to cover tuition, fees and living expenses during his/her course of study and will not become a public charge during his/her stay in the United States of America.

Employer or source of income and net amount received per year in U.S. dollars.

\$ _____
Income per year

Relationship to student:
☐ Mother ☐ Father ☐ Relative ☐ Friend ☐ Company ☐ Other _____

I certify that all information provided on this Affidavit of financial support is true and valid.

Signature of Sponsor Date

Signature and statement signed and sworn before me.

AFFIX STAMP OR SEAL

Signature of Notary Public, Bank Official

Address, Location

Date

An original official bank letter verifying sponsor's financial account information must be attached. These documents will not be returned. We suggest that you request an additional copy to submit to the U.S. Embassy or Consulate with your visa application.

This portion is to be completed by a Physician.

Height _____ Weight _____ Skeletal Size: Small ___ Medium ___ Large ___ EL ___
 B/P _____ Pulse _____ Respiration _____ Temperature _____

Laboratory Findings

Hemoglobin or Hematocrit _____ WBC _____ Serology _____
 Urine: Sp.Gr _____ Alb _____ Sugar _____

Eyes			
Do you wear glasses?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes
Do you wear contacts?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes
Distant Vision	Without glasses		R20/
	With glasses		R20/
Near Vision	Without glasses		R20/
	With glasses		R20/

Ears			
Hearing normal?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes
Are drums intact?	<input type="checkbox"/>	No	<input type="checkbox"/> Yes

Head, Neck and Face	Normal ()	Abnormal ()
Nose and Sinuses	Normal ()	Abnormal ()
Mouth and Throat	Normal ()	Abnormal ()
Teeth	Normal ()	Abnormal ()
Lungs and Chest	Normal ()	Abnormal ()
Heart	Normal ()	Abnormal ()
Vascular System	Normal ()	Abnormal ()
Abdomen	Normal ()	Abnormal ()
Endocrine System	Normal ()	Abnormal ()
Female: Breast	Normal ()	Abnormal ()
Female: Pelvic	Normal ()	Abnormal ()
Male: Genital	Normal ()	Abnormal ()
Male: Hernia	Normal ()	Abnormal ()

Present Health: _____ Good _____ Fair _____ Poor _____ Date of exam: _____ / _____ / _____

I certify that the above information is true.

Physician's Signature _____

Student's Signature _____

TO BE COMPLETED BY COLLEGE OFFICIAL

Date Received: _____

Signature: _____



Immunization Form

To ensure the health and safety of our campus, immunizations against communicable disease is extremely important. Vaccination against Measles, Mumps, Rubella (MMR), Tetanus, and Meningococcal is required, as well as a negative Tuberculosis skin test. This is a requirement for all International Students. This form must be completed and submitted prior to admission in any ACCS institution.

Name _____
 Last First Middle SS#/ID

Address _____
 Street City State Zip

Date of Birth ____ / ____ / ____ Contact Number _____ Email _____

Section A: Required Immunizations/Tests

			Month/Day/Year	Month/Day/Year
1. Meningitis Vaccine- within the last 5 years (Menomune, Menactra, Menveo)				
2. Measles, Mumps, Rubella (MMR)				
3. Tetanus				
4. Tuberculosis Screening				
TB Skin Test by PPD	Date Placed	Date Read	MM	Neg Pos
Chest X-Ray (if positive PPD or lab)	Date	Result	Submit copy of chest X-ray report	

Section B: Recommended Immunizations

Please attach documentation of all childhood vaccinations (copy of Blue Card)

	Month/Day/Year	Month/Day/Year	Month/Day/Year	Titer Date & Result
TD (Tetanus/Diphtheria)		Do not write here	Do not write here	Do not write here
AND/OR Tdap (Tetanus/Diphtheria)		Do not write here	Do not write here	Do not write here
Polio		Do not write here	Do not write here	
Hepatitis B				
Varicella (Chickenpox)			Do not write here	

I certify that the above dates and vaccinations are true.

 Signature of License Health Care Professional or Authorized Individual

 Date

Complete and return to: INTERNATIONAL PROGRAMS OFFICE
 GADSDEN STATE COMMUNITY COLLEGE P.O. BOX 227
 GADSDEN, AL 35902-0227



GADSDEN STATE COMMUNITY COLLEGE INTERNATIONAL PROGRAMS

SUBMIT COMPLETED FORM TO:
INTERNATIONAL PROGRAMS OFFICE, GSCC
P.O. Box 227, Gadsden, Alabama, U.S.A. 35902-0227

I - 20 APPLICATION FORM

Complete and return the I-20 Application Form with the completed application packet to the International Programs Office. The I-20 form will be issued when the completed I-20 application form and application packet are received by the International Office and you are accepted to GSCC. If you have dependents who will apply for F-2 visas, please provide their names and birth dates and relationship to you on a separate piece of paper. An additional \$5,000 U.S. dollars per year is required for each dependent.

ALL APPLICANTS MUST COMPLETE THIS SECTION:

NAME (in Passport)	_____	_____	_____
	Last Name / Family Name	First Name	Middle Name
HOME COUNTRY ADDRESS	_____		

ADDRESS IN THE U.S. (IF ANY)	_____		

WHERE DO YOU WANT US TO SEND THE I-20 FORM?	<input type="checkbox"/> HOME COUNTRY <input type="checkbox"/> U.S. ADDRESS <input type="checkbox"/> WILL PICK UP		
TELEPHONE NUMBER	(_____) _____		
E-MAIL ADDRESS (Please print clearly)	_____		
COUNTRY OF CITIZENSHIP	_____		
COUNTRY OF BIRTH	_____		
DATE OF BIRTH	_____	_____	_____
	Month	Day	Year
PASSPORT NUMBER	_____		
EXPIRATION DATE	_____		
SEMESTER IN WHICH YOU PLAN TO ENTER GSCC	_____		
PROGRAM OF STUDY	_____		

APPLICANTS CURRENTLY IN THE U.S. MUST ALSO ANSWER THE FOLLOWING QUESTIONS:

ADMISSION NUMBER ON YOUR I - 94	_____
IF YOU CURRENTLY HOLD A VISA TO BE IN THE UNITED STATES, WHAT TYPE OF VISA DO YOU HOLD?	_____
EXPIRATION DATE OF VISA	_____
	Month Day Year

ALL APPLICANTS MUST COMPLETE THE APPLICATION PACKET. APPLICANTS TRANSFERRING FROM ANOTHER COLLEGE IN THE U.S. MUST COMPLETE THE TRANSFER CLEARANCE FORM AS WELL.



GADSDEN STATE COMMUNITY COLLEGE INTERNATIONAL PROGRAMS

P.O. Box 227 - Gadsden, Alabama 35902-0227 (256) 549-8324 - Fax (256) 549-8344

TRANSFER CLEARANCE

The Student and Exchange Visitors Information System (SEVIS) requires this office to have the following information in order to process your transfer or change of school to Gadsden State Community College. **Please complete the information in Section A and submit this form to the International Student Advisor at your present or most recent school in the United States.**

SECTION A - TO BE COMPLETED BY THE STUDENT

Family Name

First

Middle

Present Address

Institution Transferring From

Date of Attendance

I authorize my present International Student Advisor (or designated campus officer) to provide the information below

Student Signature _____ Date _____

SECTION B - TO BE COMPLETED BY INTERNATIONAL STUDENT ADVISOR AT YOUR PRESENT OR LAST ATTENDED SCHOOL IN THE U.S.

The above named student has applied for admission to Gadsden State Community College. Your assistance is appreciated in completing this section below and returning this form with a copy of the student's current 1-20 and 1-94 to:

Gadsden State Community College
International Programs
P.O. Box 227
Gadsden, AL 35902-0227

Telephone: 256)549-8324
Fax Number: (256)549-8344
Email Address: bduckett@gadsdenstate.edu

1-94 Admission Number _____ Student Visa Type _____

1. Is this student currently IN STATUS with SEVIS?

If yes, please give release date _____

☐ Yes If no, please explain: _____

☐ No _____

2. Is this student currently applying for reinstatement?

☐ Yes If yes, please provide date application was filed and copies of documents. _____

☐ No _____

3. Is this student currently under practical training?

☐ Yes If yes, please list all periods of authorized practical training (curricular or optional) if known. _____

☐ No _____

4. Is he/she eligible to re-enroll at your institution?

☐ Yes If no, please explain: _____

☐ No _____

5. Has this student had any disciplinary/behavioral problems at your institution?

☐ Yes If yes, please explain: _____

☐ No _____

6. Has student encountered financial problems at your institution?

☐ Yes If yes, please explain: _____

☐ No _____

I certify that the preceding is to the best of my knowledge true and correct.

Signature

Name and Title of Official

Date

Name and Address of Institution

Phone Number