SOLEXIAN

STUDENT HANDBOOK

2026

Accredited by CEA®

The information in this handbook is correct at the time of printing. Solexian reserves the right to make changes to procedures, rules and regulations from time to time as it deems necessary without prior notice. Students should carefully read all information on all official correspondence, notice boards, and other sources of information for students to be aware of changes and updates to the information published in this handbook.

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Welcome!

We are very excited to have you here! We hope that your time with Solexian will be happy, comfortable, full of fun and friends, and, most importantly, we hope that you take advantage of all we have to offer!

We realize that most of you come from far-away places. Solexian administration and its instructors understand that it is sometimes very difficult to feel comfortable within a new culture. We are always available to assist you in any way possible.

This handbook is the first step in getting you started on your journey to becoming a fluent English speaker at Solexian. This handbook provides information about Solexian's academic standards and rules. It also has information about interesting things to do in the city of Chicago.



Solexian wishes you good luck! Let's get started!

Solexian is accredited by the Commission on English Language Program Accreditation (CEA) for the period of April 2022 through April 2027 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency. For further information about this accreditation, please contact the Commission on English Language Program Accreditation, 801 N. Fairfax Street, Suite 402A, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org.

Solexian is authorized under Federal Law to enroll non-immigrant students.

GENERAL PROGRAM INFORMATION

Since 2019, the Solexian Intensive English Program (IEP) has been offering students an extraordinary opportunity to learn English in an immersive environment. Our courses are taught using the communicative method and feature small class sizes to allow maximum student-student and student teacher interaction. All Solexian instructors give students every opportunity to practice, use, and produce spontaneous English through interactive games, tasks and course book work.

The IEP program at Solexian offers English Courses at many levels, up to and including advanced levels. At the advanced level, Solexian offers a range of opportunities, such as TOEFL Prep, Advanced Grammar, Business Communication, and Public Speaking.

Students will receive an ESL Certificate upon successful completion of their studies.

SOLEXIAN MISSION STATEMENT

The Mission of Solexian is to provide innovative English as a second language (ESL) training to international students, professionals and other non-native speakers based on current information, technology, and best practices in a supportive environment to encourage students' personal growth and success.

PROGRAM PHILOSOPHY

The Intensive English Program (IEP) at Solexian aims to provide an intensive "English as a Second Language" (ESL) program as well as orientation in U.S. culture for international students, professionals, and other non-native speakers. To achieve this mission, the Solexian IEP pursues the following goals:

• Improve the English language and study skills of international students in preparation for study at an American college or university, or for personal or professional purposes.

• Provide students with the cultural knowledge and awareness necessary to transition from life and study in their own countries to the U.S.

• Adhere to the highest standards of English language instruction by attracting and developing talented and experienced faculty.

• Develop an intellectual atmosphere in which professional development is supported, valued and pursued by all faculty.

• Provide student support and administrative services.

NON - DISCRIMINATION POLICY

Solexian will not discriminate on the basis of race, color, creed, religion, nationality, age, disability, marital status, veteran's status, gender or sexual orientation or other status protected by law in either admission to and participation in any of its educational programs, activities or services, or in its employment practices.

GENERAL ADMISSION REQUIREMENTS

Solexian accepts students 16 years and older. All students must submit a completed Solexian Application form and sign an Enrollment Agreement specifying the final confirmed enrollment details.

ADMISSION REQUIREMENTS FOR AN F-1 STUDENT

To study full-time in the United States all international students will need to apply for an F-1 student visa. The following information will help students prepare the correct documents to apply for admission to Solexian.

If you are applying from abroad. You are required to submit the following documents to complete your application for admission to Solexian.

- Solexian Application Form
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of High School or University Diploma (translated into English)
- Financial Evidence

For more information, see page 20, ***Steps to apply for an F-1visa from abroad***.

If you are already in the United States and have been maintaining your current nonimmigrant status. You may apply for a change of status to F-1. You are required to submit the following documents to complete your application for admission to Solexian.

- Solexian Application Form
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of entry visa
- Arrival/Departure record print out
- Copy of DS-2019 (only for J-1)
- Copy of High School or University Diploma (translated into English)
- Financial Evidence

For more information, see page 22, ***Steps to apply for Change of Status to F-1.***

If you are maintaining valid F-1 status, you may transfer from one DHS approved school to another by following the transfer procedures set forth in 8 CFR 214.2(f)(8). You are required to submit the following documents to complete your application for admission to Solexian.

- Application for Admission
- Copy of Passport (passport should be valid for at least 6 months)
- Copy of Entry Visa
- Arrival/Departure record
- Copy of DS-2019 (only for J-1 students)
- Copy of I-797 Form (only if you have ever changed your non-immigrant status in the USA)
- Copy of High School or University Diploma (translated into English)

- Notice of Intention to Transfer for F-1 Students
- Copy of All Previous I-20 Forms
- Transcript from Previous School (mandatory)
- Financial Evidence

For more information, see page 24, ***Steps to apply for Transfer In for an F-1 student.***

CONGRATULATIONS! YOU'RE A SOLEXIAN STUDENT! NOW WHAT?

Being far away from your family and friends, making new friends in a new country, and learning English can sometimes be a challenging experience. We want you to feel comfortable here at Solexian. Read about the IEP on the next page. We will try to answer any questions you might have about the program and about living in Illinois.



STUDENT INFORMATION

• Levels and skills

Solexian gives each student a placement test to find out how much English he/she already knows. Based on this test, we put each student in an appropriate LEVEL. There are six levels (fig. 1). If your test places you higher than level six, you will be placed in the Advanced Program (fig. 2). Each level (one through six) has four skills.

- Grammar
- Reading
- Writing
- Listening/Speaking

Fig. 1 General English Levels

Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
Low	*High*	*Low*	*High*	*Low*	*High*
Beginner English		**Intermediate English**		**Advanced English**	

If you are placed in Advanced Courses, you may choose from these courses. (Some courses are not always offered

each term.)

Fig. 2 Advanced Courses



Advanced Grammar
TOEFL Preparation
Business Communication
Public Speaking

• Level Change Procedures

We at Solexian believe that our placement test is extremely effective. However, in some tremendously rare cases, a student may feel he/she has been placed in a level which is too difficult or too easy for him or her. In such cases, a level change might be considered.

❖ Solexian does not allow level or section changes based on personal preference or cultural differences between classmates.

❖ Solexian does not allow level or section changes based on relationships, friendly or otherwise.

❖ A student must sit through each of his or her classes before making a level change request.

❖ A student who feels a level change is necessary must speak with the Academic Coordinator for approval.

❖ LEVEL CHANGES ARE NOT ALLOWED AFTER THE FIRST WEEK OF CLASS NOR ARE STUDENTS WHO HAVE BEEN ENROLLED IN A LEVEL FOR TWO MONTHS ALLOWED TO MAKE A LEVEL CHANGE IN THE THIRD MONTH OF THE TERM.

• Class Schedule

Fig. 3

Program	Days per Week	Hours per week
Intensive English (four skills)	**4**	**18**
Semi-Intensive English (one skill)	**1**	**4.5**
Semi-Intensive English (two skills)	**2**	**9.0**

Semi-Intensive English (three skills)	3	13.5

Fig. 4

Monday through Thursday		
9:00 am – 11:00 am	5:30 pm -7:30 pm	Class
11:00 am – 11:15 am	7:30 pm -7:45 pm	Break
11:15 am – 1:30 pm	7:45 pm -10:00 pm	Class

• **Sessions and Terms**

You will hear teachers and students talking about "sessions" and "terms" at Solexian. Each Level or course is taught over one term. One term is three months long, and each month of the term is called a session.
Each level is divided into 3 one-month sessions.
3 sessions = 1 Term.
Students may enroll at the end of each session.

Fig. 5

January	February	March	April	May	June
Level 3			Level 4		
Session 1	Session 2	Session 3	Session 1	Session 2	Session 3

• GRADING AND ASSESSMENT EXPLANATION
You will receive a grade for your work at the end of each session.

How Your Grade Is Calculated

At Solexian, your final grade reflects your overall progress and achievement in the course. Your grade is based on the following components:

- **Final Exam – 40%**
  Measures your understanding of the material covered in the course.
- **Homework – 40%**
  Helps you practice and improve your skills outside of class.
- **In-Class Assignments – 20%**
  Includes quizzes, written work, speaking tasks, and other structured classroom activities.

Grading Scale

Your final grade will be based on the following scale:

Grade	Percentage	Meaning
A	90–100%	Excellent
B	80–89%	Very Good

C	70–79%	Satisfactory
D	60–69%	Needs Improvement
F	0–59%	Unsatisfactory

What Each Grade Means

- **A (Excellent):** You consistently demonstrate strong English skills and complete all work at a high level.
- **B (Very Good):** You show good understanding with only minor errors.
- **C (Satisfactory):** You meet basic course requirements but still need improvement.
- **D (Needs Improvement):** You show limited progress and may struggle with course material.
- **F (Unsatisfactory):** You do not meet course requirements.

Types of Assignments

In-Class Assignments

These may include:

- Quizzes
- Speaking activities
- Writing tasks
- Group or individual exercises

These assignments help your teacher evaluate your progress during the course.

Homework

Homework may include:

- Grammar and vocabulary practice
- Reading and writing assignments
- Workbook or online exercises

Homework is important for improving your skills outside the classroom.

Important Information

- All grades are based on your **individual work and performance**.
- You are expected to complete all assignments on time.
- Your instructor will provide feedback to help you improve.
- Grades are based on **your achievement of course learning goals**.

Questions About Your Grade

If you have questions about your grade:

1. Speak with your instructor first.
2. If needed, you may contact the Academic Coordinator.

Advanced courses may have a different grading system.

STUDENT RESPONSIBILITIES
GRADES

Minimum Academic Requirement

Students must maintain a minimum Grade Point Average (GPA) of 2.0 to remain in good academic standing.
Students whose GPA falls below 2.0 will receive a warning notice.
Continued low performance will result in Academic Probation.
Academic Probation
Students placed on Academic Probation must improve their academic performance in the next session.
If improvement is not demonstrated:
The student may not be promoted to the next level, and/or
The student may be dismissed from the program in accordance with school policies.

How to Maintain Good Grades

Complete All Homework Assignments
Students are expected to complete all assigned homework.
Homework supports skill development and prepares students for exams.
Students should always put forth their best effort.
Students who consistently fail to complete assignments or come unprepared may be asked to leave class at the instructor's discretion.
Study and Prepare for Exams
Students are responsible for preparing for all scheduled tests and assessments.
Regular study and review of course materials are essential for success.
Make-Up and Early Testing Policy
If a student is unable to attend a scheduled test, the following rules apply:
Students must request a make-up exam through the Academic Coordinator.
A $10 fee is required for each make-up exam.
Make-up exams must be completed within 30 days of the original test date.
Early testing (before the end of the session) is only permitted after the third week of the session.
Make-up and early exams cannot be taken during regular class time.
Students must have at least 70% attendance to be eligible for a make-up exam.
Make-up exams are not permitted for the purpose of improving a previous grade.

Important Note

Maintaining good academic standing is essential for level advancement and continued enrollment. Students are encouraged to seek help from their instructor or the Academic Coordinator if they are experiencing difficulty.

Attendance

It is the responsibility of all students to be in class every day and to be on time. In special circumstances of illness or emergency, it might not be possible to attend. Solexian understands this and will do everything possible to work around serious issues. A doctor's note will be required for any illness related to attendance issues.
Below, you will find the attendance policy at Solexian.

Attendance Policy

Solexian expects students to attend every scheduled class session. Full time enrollment constitutes a minimum of 18 hours per week. ***International students** must enroll as full time students to maintain their student status. A student must attend a minimum of 70 percent of the scheduled class hours during each evaluation period and must have 70 percent of cumulative attendance to meet satisfactory academic progress and graduation requirements.

Attendance requirements:

1. Students are expected to attend all scheduled classes regularly.
2. Students are expected to be on time.
3. Students who sleep in class or who use personal computers, electronic devices, or telephones for activities unrelated to the class being taught will be marked **absent**.
4. Students cannot expect the school to excuse their absences. **Instructors CANNOT GIVE PERMISSION for a student to be absent.**
5. Students who miss more than 30% of any scheduled classes during the first two weeks of session will receive an attendance warning letter.
6. Students who do not improve their attendance by the end of the session will receive an attendance probation letter and will be placed on attendance probation during the next session.
7. Students who miss more than 80% of total enrollment hours in any session are immediately dismissed.
8. Students who miss 15 consecutive days of classes are immediately dismissed.

Dismissal will result in the termination of an F-1 student's status.

Tracking Attendance

Students are expected to be in class on time and to remain in class until the class ends. Students are also expected to return to class on time after scheduled class breaks. Absences, tardiness, and early departures will be recorded on the roster by the instructor with times noted as appropriate. The cumulative attendance information is contained in student progress reports for each evaluation period. Students may request a record of their attendance from the Student Services Office. If a student does not agree with his/her attendance record, the student should request verification with the course instructors.

Undocumented absences are not excused. Documented, written evidence for absences due to medical or exceptional emergency circumstances should be provided to the Academic Coordinator for review.

Attendance Probation:

Students who miss more than 30% of class during the session will receive an attendance probation letter. A probation letter informs students that they should improve their attendance during the next session.

F-1 students transferring to another school during the session who are in probation status will be transferred in terminated status.

Students who are placed on probation status for a total of three sessions within a twelve-month period will be suspended and dismissed from the school.

Dismissal of an F-1 student will result in the termination of the student's F-1 status. Reinstatement or departure from the United States will be required.

Solexian uses the following definitions when evaluating student attendance:

Absent: The student does not attend the assigned class session; not actively participated (sleeping, texting, emailing, surfing the Internet, etc. during class)

Tardiness: A student enters the class more than 5 minutes after the designated start time.

Early Departure: A student leaves the class 5 minutes or more prior to the class being dismissed.

Absences, tardiness, and early departures will be recorded on the roster by the instructor with times noted as appropriate. Arriving late and leaving early affects the determination of a student's 70 percent attendance requirement. *May differ from program to program.

Probation Status:
Given students who are not present, 70% or more of the total class hours for all their registered classes. Probation status affects an F-1 student's ability to transfer to another school in status or to request an extension of his/her program of study.

Administrative Withdrawal:
A student is not allowed to continue his/her studies. Students who miss 80% of classes in any term or who are on probation status for four terms within a twelve-month period are subject to withdrawal. Withdrawal will result in the termination of an F-1 student's status.

Termination of status:
An F-1 student loses his/her legal status in the United States due to a violation of US immigration regulations.

Student Code of Conduct
All students are expected to observe standards of social conduct, courtesy, and appropriate attire. Any behavior disrupting classroom activities or interfering with other students' studies may be grounds for suspension. The use of profanity, alcoholic beverages, or illegal drugs on school property is not permitted. Smoking is not allowed anywhere in school.

CELL PHONE POLICY

Cell Phone use is not allowed in Solexian classrooms

Using cellphones in class not only distracts you from your lessons but also distracts the teacher and other students.

If you are expecting an important call:

❑ Tell your teacher.

❑ Please step out of the classroom before answering.

If a student uses a cell phone in class, Solexian teachers are authorized to either ask the student to leave or take the cell phone until the end of class. Teachers are also authorized to mark the student absent from class.

Pictures: Solexian takes every precaution to protect student and employee privacy. **Students are not allowed to take pictures of Solexian staff or other students on school grounds without signed consent.**

CHEATING AND PLAGIARISM POLICY AND PROCEDURES

Solexian will not tolerate academic cheating or plagiarism in any form.

Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form

is considered a serious violation of expected student behavior and may result in disciplinary action.

> ***Solexian policy can be summarized simply: As a student, you are responsible for your own work, and you are responsible for your actions.***

All students are encouraged to review the following formal policy on cheating and plagiarism (including definitions and penalties).

Definition of Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement in evaluation of performance, by any dishonest or deceptive means.

Cheating includes, but is not limited to:

a. lying
b. copying from another's test, examination, or creative project
c. discussion at any time of answers or questions on an examination or test
d. taking or receiving copies of an exam without the permission of the instructor e. using or displaying notes, "cheat sheets," or other information devices (PHONES) during tests
f. allowing another student to copy your work
g. taking a test or writing a paper for another student, or as if you were that student h. Changing class attendance/role sheets

Definition of Plagiarism

Plagiarism is defined as the act of using the ideas or work of another person or person as if they were one's own without giving proper credit to the source. Acknowledgement of an original author or source must be made through appropriate references; i.e., quotation marks, footnotes, or commentary.

Examples of plagiarism include, but are not limited to the following:

a. the submission of a work, either in part or in whole completed by another person
b. cutting/copying and pasting from the internet any material that is not your own
c. failure to give credit for ideas, statements, facts or conclusions which rightfully belong to another
d. failure to use quotation marks (or other means of setting apart, such as the use of indentation or a different font size) when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof;
e. close and lengthy paraphrasing of another's writing without credit or originality f. use of another's project or programs or part thereof without giving credit

Penalties for Cheating or Plagiarism

- redoing the examination, paper, or creative project
- failing grade of the examination, paper, or creative project
- a lower grade in the course
- a failing grade in the course
- multiple penalties: more than one of the above

BOOKS

- Textbooks are required for all classes.
- Each course offered at Solexian Language School will have a list of required textbooks and materials.
- Students are responsible for obtaining these materials before the course begins.

•The required textbooks and supplementary materials will be clearly listed in the course syllabus provided to students at the beginning of the course.

•Textbooks can be purchased through online retailers.

APPROPRIATE STUDENT BEHAVIOR

• Be respectful and polite to students and teachers.
• Wear clothes appropriate for school.
• Students whose actions make it difficult for others to learn may be asked to leave Solexian.
• Inappropriate language, alcoholic beverages, or illegal drugs on school property is not permitted. Smoking is not allowed anywhere in school.
• Smoking is not allowed during class time. Students caught smoking during class time will be marked absent.
• Cheating, plagiarism (copying another person's work), forgery (signing documents using another person's name), alteration (changing information on official documents), or providing false information for official school documents is prohibited.
• Each student must follow the rules and regulations contained in the catalog.
• A student's excuse that he or she did not know the rules will not be accepted.
• Be open-minded and respectful of each student's culture and belief system.

Remember that you are all experiencing a bit of culture shock and homesickness at times.

SOCIAL MEDIA

• Students should use privacy settings to safeguard personal information. Students should monitor their social media presence to make certain that the information on their own pages and content posted about them is in concert with the standards for ethical conduct.

• IEP students can be held personally and legally responsible for their publicly made opinions and comments, even on personally maintained sites and pages.

• IEP students should demonstrate appropriate conduct in social media activities.

ON-CAMPUS INCIDENTS AND ACCIDENTS

• All accidents and incidents must be treated as appropriate and reported. The following procedure is to be followed if a student is injured while on campus:

• Seek appropriate emergency care: If the injury is of a serious nature, call the EMS at 911. If the injury is not serious enough to require paramedic attention, take appropriate first aid measures and medical follow-up care. The student is responsible for all costs of medical care.

• All involved individuals must complete an Incident Report and submit it to the President within two working days of the incident/accident. The report shall include the date and time of the incident, as well as details, including procedures being practiced, where and how the incident occurred, and any other pertinent information.

COMPLAINT AND GRIEVANCE

Solexian encourages informal resolution of grievances as a first step. Formal complaint systems exist for students and Solexian employees, to ensure that the complainant's legal rights are not violated. A student may elect to use a School Official, or Designee, to assist in resolution of the complaint. It is the student's responsibility to ensure that the correct procedure is followed. In the event a student takes issue with any disciplinary action, evaluation, or decision regarding his or her status at Solexian the grievance should first be presented to the faculty member or administrator directly responsible for the subject of the protest. Every effort should be made to resolve the problem

through this informal procedure before further steps are taken. If differences are not resolved within 15 days, the student may appeal in writing to the faculty member or administrator supervisor, who will then work to resolve the issue. In completing the Complaint Form, the student should include the following: the nature of the complaint(s); the date(s) of occurrence of the problem(s), not hearsay. All forms must be signed. It is the student's responsibility to ensure that the correct procedure is followed. If there is still no resolution, the matter will be reviewed by the President, whose judgment, after deliberating with all parties concerned, is considered final. Anonymous complaints will not be addressed. On all issues of discrimination, the President is the final authority. On academic issues, the Academic Coordinator is the final arbiter. Solexian personnel will write up a factual report of the circumstances of the complaint to document the findings. A log will be maintained by the Academic Coordinator and may be used in needs assessment and reviews of Solexian programs and services. Solexian will notify the student of the final determination of the complaint within 30 days. If a student does not feel that the school has adequately addressed a complaint or concern, the student may then consider contacting the appropriate regulatory agency. All complaints considered by regulatory agencies must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the regulatory agency. Complaints against the school may be registered with the Illinois Board of Higher Education, Private Business and Vocational Schools Division.

Please direct all inquiries to:

Illinois Board of Higher Education, Private Business and Vocational Schools Division

1 North Old State Capitol Plaza, Suite 333

Springfield, Illinois 62701-1377

Telephone: (217) 782-2551

Web Site: http://www.ibhe.org

Solexian accepts no liability or responsibility for complaints not made through the procedure as listed above or complaints made 45 days after the student has completed the course of study.

KEY POINTS OF THE SOLEXIAN POLICY ON SEXUAL MISCONDUCT, TITLE IX STATEMENT, AND ADDITIONAL GUIDANCE

NON-DISCRIMINATION AND SEXUAL MISCONDUCT POLICY

NON-DISCRIMINATION POLICY

Solexian is committed to providing a safe, respectful, and inclusive environment for all students, faculty, and staff. The school does not discriminate on the basis of:

Race
Color
Religion
National origin
Sex
Gender identity or expression
Sexual orientation
Age
Disability
Marital or parental status

Veteran status
Citizenship status
Genetic information
Or any other status protected by law
Discrimination or harassment based on any of these characteristics is strictly prohibited.

SEXUAL MISCONDUCT POLICY
Solexian prohibits all forms of sexual misconduct.
Sexual misconduct includes any unwelcome behavior of a sexual nature, such as:
Unwanted sexual advances
Requests for sexual favors
Verbal or physical conduct of a sexual nature
Behavior that creates a hostile or uncomfortable learning environment
All members of the school community are expected to treat others with respect, professionalism, and clear consent.

CONSENT
Consent must be:
Clear and voluntary
Given freely and knowingly
Ongoing throughout any interaction
A person cannot give consent if they are:
Under the influence of drugs or alcohol
Unconscious or asleep
Under emotional or physical pressure

SEXUAL VIOLENCE
Sexual violence is strictly prohibited and includes:
Sexual assault
Sexual coercion
Dating or domestic violence
Stalking
These actions are serious violations of school policy and the law.

TITLE IX AND LEGAL COMPLIANCE
Solexian Language School complies with Title IX, which prohibits discrimination based on sex in educational programs and activities.
The President is responsible for overseeing compliance and handling reports.
Students may also file complaints with the U.S. Department of Education if needed.

REPORTING
Students are strongly encouraged to report any incident of:
Discrimination
Harassment
Sexual misconduct
Reports should be made to the President of Solexian Language School.

All reports will be:
Taken seriously
Investigated promptly
Handled as confidentially as possible

RETALIATION PROHIBITED
Solexian Language School strictly prohibits retaliation against anyone who:
Files a complaint
Participates in an investigation
Supports another individual in reporting misconduct

INVESTIGATION AND RESOLUTION
All complaints will be reviewed and investigated promptly.
If a violation is confirmed, disciplinary action may include:
Warning
Suspension
Dismissal from the program

STUDENT RESPONSIBILITIES
All students are responsible for helping maintain a safe and respectful environment.
Students should:
Report inappropriate behavior
Respect others at all times
Cooperate in investigations when necessary

IMPORTANT GUIDELINES FOR STUDENTS
If you experience or witness misconduct:
Report it as soon as possible
Keep a record of what happened (dates, times, details)
Seek support from school staff
If you believe you may have offended someone:
Take responsibility
Apologize
Change your behavior

PROFESSIONAL BOUNDARIES
Romantic or sexual relationships between instructors and students are not permitted.
Any situation involving a potential conflict of interest must be reported to the President.

This policy is designed to protect student rights and ensure a safe learning environment in alignment with accreditation standards.

Steps to apply for an F-1 visa from Abroad

We are delighted that you are interested in studying in our school and we hope that you will be able to do so. The following information is provided to help you apply for a student visa and prepare for your entry into the U.S. as an F-1 student. While this will give you a general idea of the process, each U.S. Consulate or U.S. Embassy has its own system for visa applications. Therefore, you should also check with your local consulate to find out how to arrange for the visa interview and what documents are required. www.travel.state.gov

Follow the Steps Below:

Step 1 ***Admission***

To get started please fill out an Application for Admission.
It is necessary to fill out the entire Application including your signature and date.

Step 2 ***Documents for Admission***

- Copy of Passport *(should be valid for at least 2 months beyond your intended period of study in the United States)*
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay (translated into English)
- Copy of High School or University Diploma (translated into English)
- *If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:*
- Copy of Passport for each dependent (should be valid for at least 6 months beyond your intended period of study in the United States)
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Step 3 — *Fees*

You need to pay the following fees:

- Application Fee $100
- Dependent I-20 Fee $50 (if applicable)

You can pay online at **https://solexian.edu/pay-now**

Step 4 — *Get your I-20*

When we have reviewed your application and determined that you meet all academic and financial standards for admission, the P/DSO at Solexian will issue you a SEVIS I-20 form.

Step 5 — *Pay SEVIS I-901 Fee*

After you have received your form I-20, you must pay a $350 SEVIS I-901 fee. You may pay online at www.fmjfee.com.

Step 6 — *Visa Interview*

You will need to contact the U.S. Embassy (http://www.usembassy.gov) in your country and apply for a visa interview. You must take the following documents with you to the interview:

- Form I-20, properly signed by the DSO and by you
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay
- Evidence of intent to depart the U.S. after completion of studies
- Passport (should be valid for at least 6 months beyond your intended period of study in the United States)
- Proof of payment SEVIS I-901 fee
- Form DS-160
- Photograph(s)
- Proof of payment Visa Interview fee ($185)
- School Information
- Home Accommodations

Step 7 — *Prepare Yourself for Departure*

After the US Embassy grants you an F-1 visa your next step is to prepare yourself for departure
Provide the following information to Solexian admission representative:

- Flight Information: Let us know the date and time when you will be arriving in the U.S. and your flight number.
- Tell us if you would like to be picked up at the airport. An additional fee will apply.
- Tell us if you would like housing assistance.

Remember: You cannot arrive in the United States more than 30 days prior to the start date of your classes.

Step 8 ***Admission to the United States in F-1 status***

Upon arrival at the U.S. port of entry, you need to proceed to the terminal area for arriving passengers. Have the following documents available for presentation:

- Form I-20, properly signed by the DSO and by you.
- Passport (should be valid for at least 6 months beyond your intended period of study in the United States).
- F-1 visa. For initial entries, the name of the school on the F-1 visa must match the name of the school on Form I-20.
- Evidence of financial support, including the same financial support information used to obtain the F-1 visa.
- In certain cases, proof of having paid the SEVIS fee may also have to be provided.

Step 9 ***Report to Solexian***

You need to report to school almost immediately and do the following to have your SEVIS record registered in SEVIS in a timely fashion:

- Bring arrival documents (passport with visa, and I-20);
- Take the placement test;
- Get your class schedule and make arrangements to pay tuition.

Steps to apply for Change of Status to F-1

You are already in the United States and have been maintaining your current nonimmigrant status. You may apply for a change of status.

Follow the Steps Below:

Step 1 ***Admission***

To get started please fill out an Application for Admission.

It is necessary to fill out the entire Application including your signature and date.

Step 2 ***Documents for Admission***

- Copy of Passport

(should be valid for at least 6 months beyond your intended period of study in the United States)

- Copy of Entry Visa *(in passport)*
- Arrival/departure record
- DS-2019 form *(only for J-1 students)*
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay (translated into English)
- Copy of High School or University Diploma (translated into English)

If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:

- Copy of Passport for each dependent (should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa for each dependent
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Step 3	***Fees***

You need to pay the following fees:

- Application Fee $100
- Dependent I-20 Fee $50 (if applicable)

You can pay online at **https://solexian.edu/pay-now**

Step 4	***Get your I-20***

When we have reviewed your application and determined that you meet all academic and financial standards for admission, the P/DSO at Solexian will issue you a SEVIS I-20 form.

Step 5	***Pay SEVIS I-901 Fee***

After you have received your form I-20, you must pay a $350 SEVIS I-901 fee. You may pay online at www.fmjfee.com.

Step 6	***Mail all documents to the correct USCIS Service Center***

To apply for a change to F-1 status in the United States, you must submit the following documents to the USCIS Service center (**www.uscis.gov**):

- Form I-539 Application to Extend/Change Nonimmigrant Status
- Form I-20, properly signed by the DSO and by you
- Proof of payment of the SEVIS I-901 fee
- Copy of Passport ID page
- Copy of Entry Visa
- Arrival/Departure record
- Original financial documents (financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay).
- USCIS filing fee $470 for paper filing and $420 for online filing. You may pay the fee with a money order, personal check, or cashier's check. You must make your check payable to the U.S. Department of Homeland Security.
- Letter from you (It is optional for you to send a letter explaining why you want to change status to F-1. However, a strong letter can help convince USCIS of your temporary intent.

Step 7	***Wait for Approval***

You may start attending school before the application for change of status has been approved, except if you are a nonimmigrant changing to F-1 from B-1, B-2 or F-2 status.

Step 8	***Report to Solexian***

You need to report to Solexian immediately after your application for change of status has been approved and do the following to have your SEVIS record registered in SEVIS in a timely fashion:

- Bring approval documents from USCIS
- Take the placement test
- Get your class schedule and make arrangements to pay tuition.

Steps to apply to Transfer In for an F-1 student

If you are maintaining valid F-1 status, you may transfer from one DHS approved school to another by following the transfer procedures set forth in 8 CFR 214.2(f)(8).

Follow the Steps Below:

Step 1	***Admission***

To get started please fill out an Application for Admission.
It is necessary to fill out the entire Application including your signature and date.

Step 2	***Documents for Admission***

- Copy of Passport (should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa *(in passport)*
- Arrival/departure record
- Copy of DS-2019 form *(only for J-1 students)*
- Approval Notice (I-797 form) if you have changed your status to F-1 in the United States.
- Financial evidence that shows you or your sponsor has sufficient funds to cover your tuition and living expenses during the period of your intended stay (translated into English)
- Copy of High School or University Diploma (translated into English)
- All I-20s from previous school
- Transcript from previous school

If you have a spouse and/or children who are going to accompany you while in the US, you will need to provide the following documents in order to submit each dependent's I-20:

- Copy of Passport for each dependent (should be valid for at least 6 months beyond your intended period of study in the United States)
- Copy of Entry Visa for each dependent
- Proof of your relationship to your spouse and/or children (e.g., marriage and birth certificates translated into English)

Once you have submitted all of the above documents, you will receive an Acceptance letter from Solexian and Notice of Intention to Transfer for F-1 Student form. Now you need to inform your current school of your intent to transfer.

Step 3	***Fees***

You need to pay the following fees:

- Application Fee $100
- Dependent I-20 Fee $50 (if applicable)

You can pay online at **https://solexian.edu/pay-now**

Step 4	***Report to SOLEX College and get your I-20***

Once your current school releases your SEVIS record, we will be able to submit a new I-20 Form.
You need to report to your new school within 15 days after your release date from previous school:

- Receive new I-20 form
- Take the placement test
- Get your class schedule and make arrangements to pay tuition.

Maintaining F-1 Status

To maintain their legal nonimmigrant F-1 status in the U.S.A., International students must do the following:
Unexpired Passport: *International students must always maintain a valid passport.*
Registration: *International students must register at the school within 30 days of the program's start date. Failure to do so will result in student status termination without notification.*
Full-Time Enrollment: *International students must attend school full-time, which means 18 hours per week or more; students will lose F-1 status if attendance is less than 70%.*
Satisfactory Academic Progress: *Students must make satisfactory academic progress. This means maintaining a minimum GPA of 2.0 (70% "C"). Meeting all academic requirements for their program of study and making progress toward completing their program on time.*

Withdrawal: *It is very important to maintain student status. Any F-1 visa student who stopped attending classes without first obtaining approval will be considered out of status. Please contact the Designated School Official for authorization.*

Vacation: *Students must attend school for one full academic year (9 months) before taking a break and intend to register for the following term.*

Traveling outside of the United States: *International students must contact the Designated School Official before leaving the United States of America. If a student travels outside the U.S.A. and needs to return, he or she must have their I-20 signed by the DSO before leaving.*

I-20: *Students must maintain a valid I-20. Students must provide the school with updated financial documents if an extension is needed. Do not wait until the last day on the I-20. Government regulations only allow I-20 extensions before the expiration date. Failure to get an extension on the I-20 before it expires will result in losing F-1 status. It is the student's responsibility to keep the I-20 form valid.*

Employment: *Students can only work on "on-campus" part-time. International students are prohibited from working on "off campus" unless they have permission from the PDSO/DSO and USCIS. International students should file their income tax forms.*

Change of Contact Information: *International students MUST notify the school of any changes in their address, email, and phone numbers no later than 10 days from the time of change.*

STUDENTS are responsible for maintaining their immigration status. P/DSO at Solexian is responsible for updating the SEVIS records of nonimmigrant students

Note – those are only some of the rules and regulations associated with an F-1 student status – please see the P/DSO for questions regarding your student status.