A word from BIR director
Irene Zakon

A team of excellence...

BIR’s diverse team of instructors, counselors, and staff has the patience, understanding, and ability to help international students make significant progress in English fluency. Our highly qualified instructors are experienced teachers with advanced degrees in teaching English as a second language and applied linguistics. Our multilingual counselors and supportive staff are on hand to help students adjust to and thrive in the United States.

At BIR you are not just enrolling in a school, you are becoming part of a dynamic community. Whether you are in the classroom, on a field trip, or polishing up your skills in our Learning Center, you can be assured that you will be supported and encouraged by a dedicated team of professionals.

English Language Program coordinator Randy Hardwick

About BIR Training Center

If your goal is university study, a job in the international economy, or the fostering of cultural and intellectual interests, BIR Training Center wants to serve as your avenue for achievement. We are committed to providing an education that strengthens your ability to reach your academic and professional goals.

Accreditation

Accredited by the North Central Association (NCA)
Approved by the Illinois State Board of Education (ISBE)
ETS Authorized TOEFL-iBT Testing Center
SEVIS authorized to accept and enroll international students
Stepping Stones to Fluency

Our respected English Language Program focuses on the key aspects of language acquisition. Students can complete classes in the four primary skills (reading, writing, listening, and speaking) in as little as 22 weeks. In addition to courses dedicated to skill building, students take part in real-world learning activities that increase their understanding of English through exposure to American culture.

<table>
<thead>
<tr>
<th>Program Information</th>
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</thead>
<tbody>
<tr>
<td>Term begins every 7-8 weeks</td>
</tr>
<tr>
<td>Classes meet 4 times per week</td>
</tr>
<tr>
<td>Flexible schedule</td>
</tr>
<tr>
<td>Supplementary workshops, labs, and field trips</td>
</tr>
<tr>
<td>One-on-one learning center and small group tutoring</td>
</tr>
</tbody>
</table>

English Language Goals at Each Level

- **Beginning**
  - Perform dialogues and make requests
  - Write complete sentences and short narratives
  - Identify specific information in texts
  - Participate in experiential learning, such as workshops and field trips

- **Intermediate**
  - Carry on conversations on familiar topics in small groups
  - Understand teacher and student presentations
  - Use language with increased complexity in speaking and writing
  - Use technology and media to understand current events

- **Advanced**
  - Express and support opinions with increased clarity
  - Initiate and negotiate telephone conversations to get information
  - Demonstrate mastery of pronunciation and control of complex grammar
  - Demonstrate control of reporting, story telling and summarizing

- **Academic Bridge**
  - Comfortably use everyday idioms, sayings and proverbs
  - Speak impromptu on familiar topics effortlessly
  - Summarize and comment on presentations by others
  - Use the newspaper and other media sources to enhance abilities as a proficient conversationalist

The Learning Center

Students in the English Language and TOEFL Preparation can take advantage of BIR’s Learning Center, our library and tutoring facility. The Learning Center staff provides students with one-to-one or small group tutoring in a variety of subjects. Tutoring allows students to focus on individual needs and customize their language learning process. Students can bring their own materials and study independently or use materials from BIR’s extensive library of books, magazines, newspapers and dictionaries.
Three Pathways to Success

The TOEFL Internet-Based Test (iBT) is one of today’s most widely-recognized tools for measuring a student’s English fluency. A strong score on the exam is an indicator to universities, employers, and professional licensing organizations that an individual is ready to excel in a fast-paced English-speaking environment.

But the journey to a high score is as important as the score itself. The aim of the BIR program is to refine and polish learners’ skills so they become better listeners, speakers, readers, writers, and overall better communicators. At the same time, as members of BIR’s unique and vibrant learning environment, students take part in workshops, simulated exams, debate clubs, practice labs, and more.

Program Information

**TOEFL Preparation Program**
- Program Length: 45 weeks (without vacation), 60 weeks (with vacation)
- Students can start every term
- Four class meetings per week
- Classes meet in the morning, afternoon, evening, and on weekends
- Skills acquired are useful for TOEFL-iBT, TOEIC, GRE and GMAT exams

**TOEFL Intensive Program**
- Program Length: 22 weeks
- Students can start Fall I, Winter I, and Spring I terms
- Eight class meetings per week
- Classes meet in the morning and early afternoon
- Skills acquired are useful for TOEFL-iBT, TOEIC, GRE, and GMAT exams

**TOEFL Gateway Module**
- Module Length: 8 weeks
- Students can start Spring I, Spring II, and Summer terms
- Four class meetings per week
- Classes meet in the morning and early afternoon
- Upon completion, students may enter or continue in the English Language Program, or begin the TOEFL Preparation or Intensive tracks
Studying in Chicago

A Diverse City

Chicago is known for its unique cultural opportunities, including blues and jazz clubs, modern architecture, Michigan Avenue shopping, world-champion baseball, basketball and football teams, museums, the performing arts, and much more! Located on beautiful Lake Michigan, Chicago is one of the safest and most inexpensive major American cities. Chicagoans speak “Midwestern” English, with an accent that is slower and easier to understand for non-native speakers of English. In addition, Chicago is a great city for education, with many four-year colleges and universities to choose from after completing the English Language and TOEFL programs at BIR.

Four BIR Locations

Our four campuses are situated in unique and attractive areas around the city. **Michigan Campus** is located on the world famous “Magnificent Mile” and surrounded by historical landmarks. **Wabash Campus** is in the heart of downtown and surrounded by bustling city life. **Devon Campus** is located on the north side in a quiet residential neighborhood. **Belmont Campus** is located northwest of downtown in a vibrant European immigrant community. All of our locations are accessible by Chicago’s extensive public transportation system.

Homestay

BIR’s homestay program sets up a student with an American host family. This arrangement provides students with the opportunity to improve their English skills outside of class, feel secure in a new environment, and experience American culture first hand.
When Can I Begin?

Classes Begin Every Seven Weeks

Because BIR offers seven terms throughout the year, students can start class every seven to eight weeks. Whether you want to start our English language program or begin preparing for the TOEFL, BIR’s mini-terms ensure that you will be able to find a starting point that fits your educational plan.

Where Do I Live?

Homestay Program: In BIR’s homestay program a student lives in the home of an American host family. The student is provided with a private bedroom, the use of facilities in the family home, and two meals per day.

For those that would rather make their own living arrangements, there are many resources, online and offline, for finding city apartments:

- Major newspapers like The Chicago Tribune or The Chicago Reader
- Newspapers that serve your local ethnic community
- Craigslist, an online classified site where you can find hundreds of postings by people looking to rent, share, or sublet an apartment or house

If you have a question that is not addressed feel free to send an email to info@birtraining.edu

What is the Cost?

<table>
<thead>
<tr>
<th>English Language Program</th>
<th>Length of study</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 weeks</td>
<td>$800</td>
<td></td>
</tr>
<tr>
<td>15 weeks</td>
<td>$1600</td>
<td></td>
</tr>
<tr>
<td>22 weeks</td>
<td>$2400</td>
<td></td>
</tr>
<tr>
<td>30 weeks</td>
<td>$3200</td>
<td></td>
</tr>
<tr>
<td>38 weeks *</td>
<td>$4000</td>
<td></td>
</tr>
</tbody>
</table>

* One academic year

<table>
<thead>
<tr>
<th>TOEFL-IBT Preparation Program</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL Preparation 8 weeks</td>
<td>$800</td>
</tr>
<tr>
<td>Complete program 45-60 weeks</td>
<td>$4800</td>
</tr>
<tr>
<td>TOEFL Intensive 8 weeks</td>
<td>$1600</td>
</tr>
<tr>
<td>Complete program 22 weeks</td>
<td>$4800</td>
</tr>
<tr>
<td>TOEFL Gateway Complete module 8 weeks</td>
<td>$800</td>
</tr>
</tbody>
</table>

Additional Fees

<table>
<thead>
<tr>
<th>Fee Name</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Student Processing</td>
<td>$250</td>
</tr>
<tr>
<td>SEVIS I-901</td>
<td>$100</td>
</tr>
<tr>
<td>Enrollment Fee</td>
<td>$80</td>
</tr>
<tr>
<td>Security Deposit</td>
<td>$500</td>
</tr>
</tbody>
</table>

The International Student Processing fee will need to be paid prior to the issuance of the I-20. The SEVIS I-901 fee can be paid directly at the USCIS website or to BIR, which will pay the fee and issue a confirmation of payment to the student. The Enrollment fee and Security Deposit are paid after the I-20 is approved and the student enters the US. The Security Deposit is returned to the student once they complete a program of study at BIR given that there are no outstanding balances with the school.

- A $70 technology fee is applied per module for the TOEFL-IBT Preparation Program.
- The tuition for each additional module is $800.
- Tuition covers group lessons, individual instruction, use of facilities, and educational services.
- 07-08 tuition prices are effective through 06/30/08
- The maximum length of study for the English and TOEFL programs is 28 months.
- Courses run for 7 or 8 weeks depending on holidays.

Apply Online
www.birtraining.edu/Apply.aspx
## How Do I Apply?

### Becoming a BIR Student

These are the general guidelines for becoming a BIR student if you are currently in your home country. When you apply to study at BIR a counselor who is proficient in your native language will be assigned to you. Once your application is accepted, BIR will create an I-20 (initial entry form) and send it to you.

### Visa Interview

Your Initial Entry Visa Interview at a US embassy/consulate can take place up to 120 days before the program start date. Contact your local U.S. embassy or consulate for additional documents and fees ([http://usembassy.state.gov](http://usembassy.state.gov)).

### Entering the United States

When you are granted a US entrance visa, please notify BIR of your expected arrival date. You must contact BIR within 15 days of arriving in the US. You should arrive no more than 30 days before your program start date.

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### Application Process

<table>
<thead>
<tr>
<th>Icon Key</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIR</td>
<td>BIR’s Application Fill it out online (<a href="http://www.birtraining.edu/Apply.aspx">www.birtraining.edu/Apply.aspx</a>) or Mail to BIR’s Devon Campus</td>
</tr>
<tr>
<td>Passport</td>
<td>Passport Must be valid for 6 months from the day of entry to the US</td>
</tr>
<tr>
<td>Financial Documentation</td>
<td>Evidence of funds to cover tuition and living expenses during study in the US</td>
</tr>
<tr>
<td>I-20</td>
<td>Certificate of Eligibility for Nonimmigrant Student Form Issued by BIR</td>
</tr>
<tr>
<td>Visa</td>
<td>A valid visa with your SEVIS identification number and the name of the school you will be attending (BIR) Issued by Embassy</td>
</tr>
<tr>
<td>DS-156, DS-157 and DS-158</td>
<td>Nonimmigrant Visa Application Forms</td>
</tr>
<tr>
<td>Academic History</td>
<td>Copies of transcripts and/or diplomas from your previous schools</td>
</tr>
<tr>
<td>Accommodation</td>
<td>Your living information while you stay in US</td>
</tr>
<tr>
<td>Program of study description</td>
<td></td>
</tr>
<tr>
<td>I-94</td>
<td>Arrival/Departure Record. This is given out in the airplane before landing in the US</td>
</tr>
<tr>
<td>SEVIS Fee 9</td>
<td></td>
</tr>
<tr>
<td>Machine Readable Visa (MRV) Fee and Receipt</td>
<td>See website of your local embassy for payment details</td>
</tr>
</tbody>
</table>

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### Useful links

- [www.birtraining.edu/Apply.aspx](http://www.birtraining.edu/Apply.aspx) BIR’s apply online application
- [www.f1studentvisa.com](http://www.f1studentvisa.com) An informational site about the F-1 student visa hosted by BIR
- [www.hooyou.com/f-1/FAQ011303.html](http://www.hooyou.com/f-1/FAQ011303.html) Useful answers to common questions about the F-1 visa process provided by the law firm of Zhang & Associates.
- [www.uscis.gov/portal/site/uscis](http://www.uscis.gov/portal/site/uscis) U.S. Citizenship and Immigration Services

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*Note: The documents you will need to have for each step. Additional documents and/or fees may be required.*
Certificate Programs

Career Training for Your Future!

In addition to our English and TOEFL courses, BIR provides career training that responds to a wide range of students’ needs. Our goal is to give students the advantages they need to secure jobs in their fields of study or pursue further education. BIR believes in education that blends real-world experience with a theoretical base. International students can train in one of BIR’s four certificate programs for up to three years.

<table>
<thead>
<tr>
<th>Program</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assisting</td>
<td>‣ Take the NCLEX exam to become a US-certified nurse and help doctors in a clinical setting.</td>
</tr>
<tr>
<td>Health Information Technology</td>
<td>‣ Become certified and manage patient records in medical offices.</td>
</tr>
<tr>
<td>Computerized Manufacturing (CNC)</td>
<td>‣ Gain skills in programming CAD and CAM on CNC machines.</td>
</tr>
<tr>
<td>Computerized Office Support</td>
<td>‣ Train in accounting and learn office computer systems used in today’s competitive workplace.</td>
</tr>
</tbody>
</table>

“I felt that BIR provided a great opportunity to prepare for and take the TOEFL exam. The skill-based approach of the TOEFL classes is unique, gave me confidence, and helped to improve my scores. BIR is a great place to start if you plan on continuing your education in the U.S.”

—Karolina Radziszewska
Sułęcin, Poland

“Apple: “I wanted to be in Chicago because it has a lot of good schools, a lot of universities and a lot of activities.”

Jean: “BIR’s staff explain things very well, they helped me maintain my visa status and plan my future goals.”

—Jean and Apple
Bangkok, Thailand

“I like the tutoring because I can learn what I want. I can ask my tutor about everything that I don’t understand. I can study as fast as I want.”

—Anna Lassak
Krakow, Poland
International Student Application
2007 - 2008 Academic Year

Today's Date: __________/________/________

First Name: __________________________ Last Name: __________________________

Gender: ☐ F ☐ M Date of Birth: __________/________/________

Month Day Year

Mailing Address in your Country: ________________________________

City: ______________________ Province: ______________________ Zip: __________

Phone Number: ______________________ E-Mail: ______________________

City of Birth: ______________________ Country of Birth: ______________________ Country of Citizenship: ______________________

Native Languages: ______________________ Other Languages: ______________________

Passport Number: ______________________ Passport Exp. Date: __________/________/________

Month Day Year

Education (highest level & year completed): ________________________________

Contact person in the United States (if any): ________________________________

Phone Number: (____) ______________________ E-Mail: ______________________

Intended Program of Study: English Language Program (ELP) ______ TOEFL iBT Preparation Program ______

When do you intend to start school? ________________________________

Comments: ________________________________

_________________________________________________

Applicant's Signature

Referred by ________________________________

info@birtraining.edu | 773.866.0111 | fax: 773.866.0113
Apply online: www.birtraining.edu/apply.aspx

3601 W. Devon Ave. Chicago, IL 60659 6240 W. Belmont Ave. Chicago, IL 60634
828 S. Wabash Ave. Chicago, IL 60605 200 N. Michigan Ave. Chicago, IL 60601