

Table of Contents

Computer Systems Institute (CSI) – Agency Information Guide	2
Welcome	2
Student Application Categories	4
Timeline for Acceptance Letter and I-20	4
Academic Calendar & Intakes	4
Programs Offered	4
Programs with Hybrid Formats	5
Programs with 100% On-Campus	5
Required Documents for All Application Types	6
Online Application Form	6
Passport Copy	6
U.S. Visa (Except for abroad application)	6
English Placement and Test Requirements	8



Computer Systems Institute (CSI) – Agency Information Guide

Welcome

Thank you for being a valued partner of Computer Systems Institute (CSI). This guide is designed to provide you with essential information so you can effectively advise and support your clients in applying to CSI programs.

CSI is a private post-secondary school with campuses in **Massachusetts (Charlestown, Allston, Worcester)** and **Illinois (Skokie, Chicago, Lombard)**. Since its founding, CSI has been committed to providing affordable, career-focused education for international and domestic students. Our programs prepare students for today's job market with both academic knowledge and practical skills.

This manual is designed to keep agencies up to date with CSI offerings, policies, and schedules. **Please review the links regularly, as updates may occur each quarter.**

Expectations and Guidelines for Agency Collaboration

We are happy to assist your clients and would like to share our expectations while working with you to ensure smooth processing of student applications at CSI. THANK YOU!

1. Preferred Communication Method

- If you do **not** want us to contact your student directly, please notify us.
- If you prefer us to work directly with your client while keeping you copied on all email communication, please let us know. We will follow the method you prefer.

2. Provide Complete Student Details or Submit your student's application using the Agency Portal.

When sending a student to CSI, kindly send a separate email with detailed information to help us get started in our system. You can copy and paste the table below in your email:

Type of Application		Example - transfer /abroad / COS (change of status)
Full Name on Passport		
Current Status		Example: B1/ B2/ J1/ F1
Campus Applying		
Quarter to Start		Fall 2025
Program		
Prefer Contact method		
Contact Student Directly?		Mark "Yes" for the applicable option
Contact Agency only?		

3. Notify CSI of Online Application Submission

This helps us cross-check whether the student has listed your agency on the application form. You can also provide the link to your custom application form from the Agency Portal so when students fill out the application it can be attributed to your Agency.

4. Provide Program Guidance Before Submission

Please explain CSI's programs to your clients and help them choose the program that best fits their background and goals.

5. Do Not Promise Work Authorization

- OPT and CPT are available only in eligible programs.
- Not all students qualify, and not all applications are approved.
- These authorizations require proper steps and processes, which cannot be guaranteed in advance.

6. Change of Status (COS) Cases

For COS applicants, we expect agencies to serve as the legal consultant, guiding the student through the USCIS application process. Assist with RFE if the student receives it.

7. Submission of Urgent Cases

- While we are willing to review urgent cases, processing requires time.
- Do **not** submit cases where the status will expire within 5 days, as it is not possible to complete the process in time. (in cases of J1 visa, as a reminder the potential student has 30 days grace period after the expiration date and you can submit it to CSI in this case)
- Our process involves two steps: (1) admissions document completion and (2) DSO team processing. Both require adequate time.

Student Application Categories

CSI accepts students under the following categories:

- **Transfer Students and Transfer with Reinstatement**
 - **Students Applying from Abroad**
 - **Change of Status**
-

Timeline for Acceptance Letter and I-20

For Abroad and Change of Status Cases

- The CSI team can accept a student and issue the I-20 after all required documents on the checklist have been collected and verified. Once this step is complete, **please allow 3–5 business days for the I-20 to be issued.**
 - During peak periods—one week before the quarter start date and up to two weeks after the quarter begins—the process may take up to 7 business days, as the DSO team must also manage student registration in the SEVP system and other responsibilities.
-

Academic Calendar & Intakes

CSI offers **four intakes per year**:

- **Winter Quarter** – Beginning in January
- **Spring Quarter** – End of March or Beginning of April
- **Summer Quarter** – End of June or Beginning of July
 - *Note: CSI does not accept applications for ESL or Healthcare programs in the Summer intake.*
- **Fall Quarter** – Mid September

Academic Calendar: [CSI Calendar](#)

Programs Offered

For the full list of programs, please visit: [CSI Programs](#)

For tuition information by state: [CSI Tuition and Fees](#)

***Always check the current schedule for updates: [Class Schedules](#)

Programs with Hybrid Formats

Format 1:

Programs: Business Fundamentals, Marketing, Business, Finance

- One day on campus + one day remote (classes are 2 days per week)

Format 2:

*****Please note:** If students are unable to commit to attending the mandatory in-person classes, we do not recommend enrolling in these programs.

Hospitality Leadership: On-campus during Week 8

- Remote classes 2 days per week + mandatory all day on-campus attendance (Friday, Saturday, Sunday) during the assigned week- Week 8 for each quarter

Organizational Administration: On-campus during Week 9

- Remote classes 2 days per week + mandatory all day on-campus attendance (Friday, Saturday, Sunday) during the assigned week- Week 9 for each quarter

Programs with 100% On-Campus

- **English as a Second Language (ESL):** Charlestown, Allston, Worcester, Skokie, Chicago (selected levels)
 - **Healthcare Clinical:** Chicago only
 - **CompTIA/Microsoft:** Skokie only
 - **Web Development:** Charlestown only
 - **Digital Multimedia:** Charlestown, Chicago, Skokie
 - **Customer Service:** Charlestown, Chicago, Skokie
-

Required Documents for All Application Types

All applicants to CSI are required to complete an **online application** and submit supporting documents. Please carefully review the requirements with your clients to ensure accuracy. Incorrect or incomplete information may cause delays in issuing the I-20.

Online Application Form

- **Mandatory for all applicants**
- Ensure that students complete the form carefully and accurately, as this information will be used for the I-20.
- Key details that must be correct:
 - **Full Name** – Must exactly match the name on the student’s passport.
 - **Emergency Contact** – Must include a U.S.-based contact and phone number (except for students applying from abroad).
 - **Full Home Country Address** – Must include house/apartment number and postal code (if applicable).
 - **High School Attestation** – Students must provide **high school information only** (not college information).

Passport Copy

- Must be valid at the time of application.
- Copy must be **clear and include all four corners** of the page.

U.S. Visa (Except for abroad application)

- Copy must be **clear and include all four corners** of the page.

Home country diploma

Please submit proof of one completed education level only.

Do not submit all of your degrees—we only require documentation for the **highest level you have completed** from the list below:

- High School
- Associate Degree
- Undergraduate Degree
- Master’s Degree
- PhD

Financial documents

Important Note on Financial Documents

This document is the most common cause of processing delays. CSI is very particular when reviewing financial documents—we must be able to verify their authenticity. If we are unable to do so, we will request additional supporting documents.

To help avoid delays at this step, please review the financial requirements carefully **before requesting and submitting a financial document:**

[Financial Requirements for Students \(PDF\)](#)

English Placement and Test Requirements

ESL Programs

Students applying for ESL programs **must take the English placement test with CSI.**

Certificate Programs

Students applying for Certificate programs may submit a **TOEFL or IELTS score** to waive the English placement test.

- If no test score is available, CSI will provide an English placement test to determine program eligibility.

Minimum Scores Required for Admission at CSI:

- **ESL Programs:**

e-test Placement Test Scores	Program Eligibility	Off2Class Placement Test Scores	Program Eligibility
20-49.99	Beginner ESL	Level A1	Beginner ESL
50-80.99	Intermediate ESL	Level A2/B1	Intermediate ESL
81-99.99	Advanced ESL/Communication	Level B2	Advanced ESL
90-120	Academic English	Level C1	Academic English

- **Certificate Programs:**

e-test Placement Test Scores	Program Eligibility	Off2Class Placement Test Scores	Program Eligibility
60-120	Business Career Program-Fundamentals (BFN) BCP, Digital Multimedia Concentration (BDM) BCP, Concentration in Marketing (BCM) BCP, Concentration in Business Finance (BCF), BCP, Concentration in Organizational Administration (BOA), BCP, Concentration in Hospitality Leadership (BHL)	Level B1	Business Career Program-Fundamentals (BFN) BCP, Digital Multimedia Concentration (BDM) BCP, Concentration in Marketing (BCM) BCP, Concentration in Business Finance (BCF), BCP, Concentration in Organizational Administration (BOA), BCP, Concentration in Hospitality Leadership (BHL)
81-120	Customer Service Specialist (CSS) Networking Career Program: NCW, NCP, WAE, WAD, Healthcare Career Program (HCP)	Level B2 or Higher	Any CSI Program