

THE NEW YORK CONSERVATORY FOR DRAMATIC ARTS

HOW TO APPLY FOR A FORM I-20

The Form I-20 is the certificate of eligibility for Nonimmigrant (F-1) Students Status.

The Form I-20 is required to (1) apply for an F-1 Student visa and (2) enter the US as a student. In order to receive your Form I-20 so you can obtain your student visa, you must complete the application for an I-20 and submit a copy to NYCDA.

Keep the originals for your visa interview. You can send documents by fax or email using the information listed at the bottom of this page. Students enrolling in the next available term must submit this form as soon as possible to ensure sufficient time to secure your visa.

NYCDA is authorized under federal law to enroll nonimmigrant alien students.

Additional information about studying in the US can be found at the Department of Homeland Security's "Study in the States" website:

<https://studyinthestates.dhs.gov/>

The following is required:

(These forms will be available in your application portal when you are accepted as a student)

1. A completed NYCDA application for the I-20, including your official bank signature and bank seal/stamp for personal financial contributions (if applicable).
2. Completed sponsor affidavit form(s). If using financial sponsor(s), this form must be signed by the sponsor(s) and include an official bank signature and bank seal/stamp.

What is a financial sponsor?

A financial sponsor is the person(s) or organization(s) who commits to providing monetary funding to a nonimmigrant to pay for some, or all, of their education in the US (inclusive of tuition, housing/living expenses, etc.). The sponsor must sign their sponsor affidavit, and provide a bank statement (or other verifiable financial information such as letter from bank official, statement of liquid investment and/or letter from their attorney and/or accountant) to NYCDA demonstrating in liquid (cash available) assets the amount of funding to be provided for each year of attendance. The sponsor affidavit may be copied to accommodate more than one sponsor. Sponsors are not required to update financial documents on an annual basis provided that the student maintains valid nonimmigrant status after enrolling at NYCDA.

3. Proof of financial support for each person contributing to your educational costs, including yourself. This can include bank statements; a letter from a bank official; a statement of liquid investment; a letter from your attorney and/or accountant; or proof of loan approval from your loan institution. All documents must be in English.
4. Photocopies of all necessary documents, including your passport. **DO NOT SEND ORIGINAL DOCUMENTS.**

NOTE: First term payments are due prior to the start of class. A letter verifying your total payment(s) will be sent along with the original Form I-20. Documented first payment(s) will support your application for student visa.

The United States issues the Form I-20 through a system called the Student and Exchange Visitor Information System (SEVIS). We recommend submitting all necessary documents as soon as possible. Once we have received, reviewed and approved your application, we will prepare your original Form I-20 and send it to you by express mail.

Email to <mailto:minternational@nycda.edu> / Fax to 212.645.0039

After you receive the Form I-20: Pay the SEVIS I-901 fee:

All SEVIS Form I-20 recipients must pay a SEVIS fee. Payment of the fee can be made at www.FMJfee.com.

- Applicants must pay the SEVIS I-901 fee within seven days before going to the US embassy or consulate for their visa interview. The SEVIS fee payment confirmation must be printed and brought to the visa interview.
- Canadian students must also pay the SEVIS I-901 fee seven days prior to entry into the US and present their internet receipt at the time of entry. See Canadian Student Section on page 3.

Apply for the F-1 student visa:

Students requiring a visa to enter the US must apply for an F-1 student visa by completing the Online Nonimmigrant Visa Electronic Application (Form DS-160). Students are eligible to apply for a student visa no more than 120 days prior to the start of school. Form DS-160 can be found at <http://travel.state.gov/content/visas/en.htm>.

Make an appointment with the US Embassy or Consulate in your home country:

All students applying for an F-1 student visa must have a visa interview conducted by a US Embassy/Consulate official to secure an F-1 student visa in your home country. Securing the visa in your home country will prevent unnecessary delays: Check with the US Embassy or Consulate in your home country to see how far in advance you should make an appointment, to ensure you have enough time to complete this process.

Be prepared to present the following at your visa interview:

- Your original signed Form I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student Status] as provide to you by NYCDA.
- Your SEVIS I-901 fee of \$200.00 payment confirmation.
- Your Online Nonimmigrant Visa Electronic Application (Form DS-160). Visit <https://ceac.state.gov/genniv/> for the online application. Please note there is an application fee of \$160.00.
- A MRV fee receipt showing payment of the visa application fee.
- Your valid (unexpired) passport.
- One 2x2 inch photograph. Visit <https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/photos.html> for photo requirements.

For a list of visa fees go to: www.immihelp.com/visas/fees.html.

All applicants should also be prepared to provide:

- Transcripts and diplomas from previous US institutions attended
- NYCDA acceptance letter
- Financial evidence showing you and/or your sponsors have sufficient funds to cover your tuition and living expenses during your period of intended study. You should have your original NYCDA I-20 application and all supporting documents (e.g. sponsors affidavit, bank statement, etc.) ready to present.

- Ties to your home country: This is very important for a successful visa application. More information can be found here - <https://www.nafsa.org/findresources/Default.aspx?id=8643>.

Once you have received your student visa, you may not enter the United States earlier than 30 days prior to the start of class.

Canadian Students:

Canadian citizens are not required to apply for an F-1 student visa at a US Embassy or Consulate. You will need to show all financial documents to the US Customs and Border Patrol (CBP) when entering the US for the first time as a student. Please note that Canadian students are subject to the same regulations as other international students regarding full-time study and all other provisions for maintaining status. Canadian students must be vigilant about entering the United States with proper student status by showing their Form I-20 from NYCDA when going through customs, as immigration inspectors are accustomed to admitting Canadian citizens as visitors.

Regarding Payments:

When making tuition/housing payments to NYCDA, the preferred method of payment is wire transfer or through the secured online link - <https://www.nycda.edu/payment-form/>. Please contact your Admissions Advisor or Student Accounts for complete wire transfer instructions. In addition to bank wires, students submitting a payment from outside the U.S. may use Flywire International Payments at www.flywire.com/nycda.

Note: There may be charges by the receiving bank and the remitting bank. All bank fees are the sender's responsibility. To help ensure proper credit to the student's account, please ensure the student's name appears clearly on bank wires.

Where wire or online payments are not possible, you may use one of the following methods:

- Credit Card Payment: Contact your admissions advisor. NYCDA accepts MasterCard, Visa, Discover and American Express.
- International Money Order: Obtain a guaranteed bank check payable in US funds. Checks should be made payable to NYCDA. To ensure proper credit is assigned to the student's account at NYCDA, please be sure the student's name appears clearly on all US checks and international money orders.

Important Information:

- DO NOT send original documents. You should send PHOTOCOPIES of all necessary documents to NYCDA. You will need the originals of your documents when visiting the US Embassy or Consulate for your visa interview and to obtain your student visa.
- DO NOT enter the United States with a B-1, B-2 or B-1/2 Visa. If you use a B Visa to enter the US, you could be guilty of "fraudulent entry" and refused permission to stay longer than six months, extend your stay or change your status. Do not listen to people who say it's easier to enter the country as a visitor and change your status. IT IS NOT TRUE.
- DO NOT enter the United States without your visa, passport and original Form I-20. Citizens of some countries can enter the US as a visitor by showing a round trip airplane tickets. If you enter without an F-1 visa, you will be permitted to stay for only 90 days and will not be given more time to switch to student status. When entering the United States, be sure to show your original Form I-20 and have your passport stamped

FINANCIAL BREAKDOWN:

SOURCE(S) OF FUNDS: Totals listed below reflect the cost of attendance at NYCDA per academic year for your intended Program. In the form below, enter your available/projected funds (in US dollars) for each year of attendance below. First year funding should reflect currently available liquid funds and should equal the total for the student's starting year as shown below. You may list projected funds for subsequent years of attendance. Tuition and Housing costs are subject to increase in subsequent years.

	2-Year Degree Programs 2019-2020	4-Week Summer Programs 2019
Tuition	\$33,561	\$3,500
Housing*	\$15,990	\$1,400
Living Expenses**	\$7,450	\$525
Health Insurance***	\$2,700	Not applicable
TOTAL	\$59,701	\$5,425

*Housing cost reflects pricing for a double room. Students who are not residing NYCDA's Residence Hall AND have secured housing, can reduce the amount of documented funding by submitting a Sponsored Housing Affidavit. Contact international@nycda.edu if you have secured alternate housing and would like to submit the Sponsored Housing Affidavit.

**Living expenses is an estimate that includes the cost of food, transportation, laundry, books and supplies.

***Health Insurance represents an estimated cost of NYCDA's Student Health Insurance. The US Affordable Care Act and NYCDA requires all enrolled students to have medical insurance to promote health, wellness and student success. Students who have proof of comparable insurance will not be billed for NYCDA's student health insurance. Contact your admissions advisor for additional health care options.

verifying the amount of the loan and/or a letter from your government documenting the total amount of government support.

SPONSOR'S AFFIDAVIT: Sworn Promise of Cash Support

If you are using financial sponsor(s), a sponsor's affidavit must be completed for each sponsor contributing to your educational costs.

FOR THE SPONSOR(S)

What is an affidavit?

By completing an affidavit, you are swearing to the United States government that you will provide this student with a specific amount of money for the time the student will study at NYCDA and live in the United States. You will also provide evidence that you can afford the support you are promising with appropriate documentation.

By signing this affidavit, you are acknowledging to the United States government that you are making a financial commitment to the student. Failure to provide this financial commitment may result in the student being withdrawn from NYCDA. Do not expect that the student will be able to help support their costs through employment: Student employment is not guaranteed at NYCDA, as it is based on an application, interview process and the availability of job openings. Work authorization off-campus is costly and also not guaranteed. The United States Citizenship and Immigration Service strictly controls employment.

How to complete the form:

- Fill out the entire form completely in English.
- Promise only the amount of money you are able to give. The most common reason NYCDA rejects affidavits is that sponsors do not meet the minimum financial support requirements.
- Provide proof of financial support.

In order to demonstrate that you are financially capable of providing this financial support, you must attach the following documents. Documents must be photocopies or faxes, less than two months old, in English, and listed in US currency:

1. Proof of Financial Capability: You may provide a bank statement; letter on letterhead from a bank official, attorney and/or accountant; statement of liquid investments; or proof of loan approval from your loan institution

2. Proof of Income: Provide one of the following:
 - a) A letter on your company's letterhead stating your current income.
 - b) A copy of your income tax returns or receipts showing your annual income.
 - c) A copy of a current payroll stub showing your annual income.
 - d) If you are self-employed and unable to provide one of the above items, you may submit a letter on letterhead from a bank official or private accountant showing your estimated income. Please note that a company's income will not be accepted as proof of your personal income; you must provide an official statement of the salary paid to you.

3. Signature of Bank Official and Bank Seal: You must have a bank official sign and stamp the Sponsor's Affidavit form certifying that funds are available for the amount you promised to contribute for the student's educational costs. A separate letter from the bank certifying funds available can be provided in lieu of the bank official stamp on the Sponsor's Affidavit form. The funding listed on the letter must match or exceed the funding listed in section five.