



# HOW TO GET YOUR FORM I-20

## Certificate of Eligibility for F-1 Student Status

**IMPORTANT:** *The information on the following pages carefully explains how to get your Form I-20. Please read it, follow the instructions and fill out the application completely to avoid delays in getting your I-20.*

### The School of the International Center of Photography Full-Time Programs:

- ICP-Bard College Program in Advanced Photographic Studies Master of Fine Arts
- One-Year Certificate Program in General Studies in Photography
- One-Year Certificate Program in Documentary Photography and Photojournalism

## NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CANNOT DO!

### 1. DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA

If you use a B visa to enter the U.S. you are saying "I'm here as a visitor" *only*. Since you contacted our school about study, this would be viewed as a "fraudulent entry" and you could be refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status. It is not true! *B visitors are prohibited by U.S. law from pursuing a course of study prior to obtaining a change of status to F-1 student.*

**If your study plans are not certain and you want to enter the U.S. to visit schools**, you must explain this on your visa application and ask the visa officer for a B-2 visa with the words "Prospective student" noted on it or have the words added to your B visa if you already have one.

### 2. DO NOT ENTER THE U.S. WITHOUT A VISA (Unless you are Canadian)

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

## WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

**A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status.** It certifies that (1) you are or expect to be a "bona fide" student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

**You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.**

## DOES EVERYBODY NEED A FORM I-20?

**NO, some international students do not need I-20's.** J-1 students need a Form DS-2019 and should ask us for that application. B Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not avocational or recreational in nature. If you are maintaining another nonimmigrant status in the U.S., you do not have to have an I-20 and may attend school full- or part-time. Dependent children in E, H, I, J, L, M, N, O, P, R, or S status need to change status after their 21<sup>st</sup> birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

## THESE ARE THE RULES FOR GETTING YOUR FORM I-20

1. **YOU MUST BE A "BONA FIDE" STUDENT, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY.**
2. **YOU MUST PROVE TO US THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR PROGRAM OF STUDY. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER TO ISSUE THE FORM I-20.**
3. **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment is limited and competitive; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
4. CAREFULLY REVIEW OUR SCHOOL'S *Estimated* ANNUAL COSTS FOR INTERNATIONAL STUDENTS AND REVIEW **YOUR ANNUAL COSTS IN THE WORKBOX ON PAGE SIX**. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY. (*The Certificate Programs are one year long; the ICP-Bard MFA Program is two years long.*)
5. **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10-20% more if possible. Too little money causes pain and distress. Students and their families should look closely at the costs of living and studying (particularly in NYC) and make careful plans to be sure your needs will be met.
6. **EXPECT ANNUAL INCREASES in tuition and living costs of approximately 10%.**
7. **SOMETIMES, WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING** - perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
8. **COMPLETE THE APPLICATION FOR A FORM I-20.**
9. **HAVE YOUR SPONSOR(S) COMPLETE THE SPONSOR'S AFFIDAVIT AND ATTACH THE REQUIRED EVIDENCE.**
10. **SUBMIT YOUR APPLICATION FOR A FORM I-20, SPONSOR'S AFFIDAVIT AND EVIDENCE TO US ELECTRONICALLY (SCAN and EMAIL OR FAX) OR MAIL US COPIES. DO NOT SEND US ORIGINALS. KEEP THE ORIGINALS TO TAKE TO YOUR VISA INTERVIEW.**
11. **WE STRONGLY RECOMMEND THAT SUBMIT YOUR I-20 APPLICATIONS, AFFIDAVIT AND EVIDENCE AT THE SAME TIME AS YOU ARE APPLYING TO THE COLLEGE. THAT WAY, ONCE YOU ARE ACCEPTED, YOUR FORM I-20 CAN BE ISSUED QUICKLY!**

## FUNDING SOURCES

**YOUR FUNDING CAN COME FROM ANY COMBINATION OF SOURCES IN THE U.S. OR ABROAD:**

1. **FUNDS FROM "SPONSORS"** (parents, relatives, friends, organizations). You may have as many sponsors as you need. Sponsors may provide you with support in the form of money and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.

### WARNING #1

It is highly recommended that **at least part of your financial support come from your home country**. This helps when you apply for your student visa!

### WARNING #2

**A sponsor should promise only as much money as he or she is capable of giving you.** Some sponsors believe that the more money they promise the easier it will be to get your I-20. THE MOST COMMON REASON FOR REJECTION OF FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH MONEY AS PROMISED. A sponsor should promise only what he or she intends to give and only as much as can be afforded.

2. **PERSONAL FUNDS** come from your own resources, not those of your relatives. If your parents put money in your bank account, we will ask you to submit the evidence required of sponsors. Unless you have enough cash to support yourself for your entire program of study or can prove other sources of personal income, you will need a sponsor with an income sufficient to support you.
3. **FUNDS FROM A SCHOLARSHIP OR GRANT** or assistantship, or fellowship. This may not cover the entire program of study or all expenses, so you may need additional support to meet your minimum annual costs.

## EVIDENCE REQUIREMENTS

**COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE REQUIRED EVIDENCE OF FUNDING DIRECTLY TO THE INTERNATIONAL STUDENT ADVISOR, ELECTRONICALLY, FAX OR MAIL. (DO NOT MAIL US ORIGINALS; KEEP THEM FOR YOUR VISA INTERVIEW.)**

**ALL DOCUMENTS YOU GIVE US MUST BE:**

1. Less than two months old.
2. In English. (*We cannot review documents that are not in English!*)

**EVIDENCE REQUIRED:**

**SPONSORS OF CASH SUPPORT:**

1. **SPONSOR'S AFFIDAVIT AND PROOF OF ANNUAL CASH SUPPORT.** This form, which is at the end of this packet, may be copied for each sponsor. All questions must be answered.
2. **PROOF OF INCOME.**  
**Individual Sponsor (any of the following), with most recent pay stub:**
  - Income tax returns or receipts, *or*
  - Pay stubs for last six months, *or*

- Bank/investment statements for the last six months
- Company Sponsor**
- Submit tax returns and business registration and licenses.
3. **BANK STATEMENT in the name of the sponsor *only*.** A monthly statement of balances and deposits. Letters from bank officials will not be accepted.

**WARNING #3**

If there is no proof of income provided with a bank statement, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

**WARNING #4**

The income of a company *is not* the income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide proof of income as well as the business registration and licenses.

**WARNING #5**

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

**WARNING #6**

We cannot accept bank statements that do not specify monthly balances and deposits!

**SPONSORS OF FREE ROOM AND BOARD:**

1. **SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD**
2. **PROOF OF INCOME (any of the following), with most recent pay stub:**
  - Income tax returns or receipts, *or*
  - Pay stubs for last six months, *or*
  - Bank/investment statements for the last six months
3. **COPY OF LEASE, DEED, RENT RECEIPTS, OR UTILITY BILL**

**WARNING #7**

If you are presently in the U.S., you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

**PERSONAL FUNDS:**

**BANK/ASSET STATEMENT in your name:** monthly statement of balances and deposits.

**SCHOLARSHIPS OR GRANT FUNDS:**

**COPY OF YOUR AWARD LETTER OR CONTRACT** stating exactly what you will be receiving and for how long.

## ANNUAL COSTS FOR INTERNATIONAL STUDENTS 2012-13 (Estimated)

### TUITION AND SCHOOL FEES

Program	Tuition	Fees	Total
One-Year Certificate Programs	\$31,860.00	\$1,500.00	\$33,360.00
ICP/Bard MFA Program (yearly)	\$32,753.00	\$2,900.00	\$35,653.00

*Tuition is for full-time course of study (minimum 18 hours per week). Summer school tuition is not included. Fees include registration fee, lab fee and admission to all lectures and public programs.*

### LIVING COSTS

*Average living costs for a 10-month year are estimated below. This is a modest, "no extras" budget. It does not include cell phone service, for example. It is highly recommended that you bring at least 10-20% more.*

**HOUSING AND UTILITIES:** \$12,650

This is based on the average cost of a *shared room* in a private home or college dorm.

**FOOD** \$4,950

**PERSONAL ITEMS AND CLOTHING** \$2,970

**TRANSPORTATION** \$1,320

This includes local transportation only. Travel to and from your country, or the costs of owning a car are additional expenses.

**BOOKS AND PHOTOGRAPHIC MATERIALS** \$5,500

**TOTAL:** **\$27,390**

**TOTAL ESTIMATED ANNUAL COSTS:**

One-Year Certificate Programs	\$60,750
ICP/Bard MFA Program (yearly)	\$63,043

*Expect Annual Increases of Approximately 10% in Expenses*

## APPLICATION FOR A FORM I-20

### **PART I: Personal Information**

#### **1. Name in Passport**

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Family/Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
*Enter your name exactly as shown in your passport. **Attach a copy of your passport identification page.***

**2. Date of Birth:** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

**3. Gender:**  Male  Female (Please check one)

**4. Country of Birth:** \_\_\_\_\_

**5. Country of Citizenship:** \_\_\_\_\_

**6. Country of Permanent Residence:** \_\_\_\_\_

#### **7. Permanent address in home country**

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Number and Street

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City

Postal Code

Country

#### **8. Address in the United States (if known)**

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Number and Street

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City

State

Zip Code

**10. Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_ **Email** \_\_\_\_\_

*Your Form I-20 cannot be issued until you are accepted into our school and have paid your \$500 USD deposit.*

### **PART II: If you are in the United States, now, complete this section. If, not, continue to Part III.**

**What is your Immigration Status?** *You may attend school regardless of your Immigration status.*

**F-1** **What is your SEVIS ID Number?** N \_\_\_\_\_

What is the purpose of your requested Form I-20? (Check One)

- School Transfer
- Change of education level or program at Outstanding College
- Reinstatement to F-1 Status

**Another status: Which one?** \_\_\_\_\_

Before we issue your Form I-20, we want to advise you. Please make an appointment to see the International Student Advisor.

#### **Do you plan to travel outside the U.S. before school starts?**

**Yes** Tell us how you would like to get your Form I-20 in Part III.

**No** If you are F-1, you will receive school transfer or other instructions.  
If you hold another status, we must meet with you before issuing your Form I-20.

**PART III: If you are NOT in the U.S. now, complete this section.**

**DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?**

- No
- Yes If yes, what was the last date of your attendance? \_\_\_\_\_

*If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "School Transfer" and need to have your record transferred to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately to authorize the release of your record to us.*

**HOW DO YOU PREFER TO RECEIVE YOUR I-20?**

- MAIL:** Your Form I-20 will be sent via FedEx to the name and address you indicate in the address box below. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.

<b>Complete Name:</b>	
<b>Street 1:</b>	
<b>Street 2:</b>	
<b>City, State, Province</b>	
<b>Postal Code, Country:</b>	

- HOLD for pick-up by:**  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

**PART IV: Student's Statement of Financial Support**

Do not complete this part unless you have carefully read all instructions!

**What program will you be pursuing?** \_\_\_\_\_  
(General Studies, or Photojournalism, or MFA.)

**What are your annual costs from the Workbox on page \_\_\_\_?**

**Total Estimated Annual Costs:**

**IMPORTANT:** How will you be funded for every year of your program of study?

Please check off your funding below and indicate how much will be provided or available to you every year:

Source(s) of my support	Annual Amount
<input type="checkbox"/> <b>Personal Funds:</b> <i>The amount available to me from my own resources every year is (divide by number of years in your program)</i>	_____
<input type="checkbox"/> <b>Funds from a Scholarship or Grant</b> <i>Type:</i> _____	_____
<input type="checkbox"/> <b>Cash Funds from a Sponsor:</b> <i>to be given to me every year</i> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> <b>Cash Funds from a second Sponsor:</b> <i>to be given to me every year</i> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> <b>Cash Funds from a third Sponsor:</b> <i>to be given to me every year</i> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> <b>Free Room and Board from a Sponsor:</b> <i>with whom I will live</i> <i>Sponsor's name:</i> _____	_____
<b>Total amount available to me every year of study.</b> <b><i>This amount must be the same or more than you</i></b> <b><i>minimum annual costs.</i></b>	<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>

The following documents are attached to prove my funding:

**My personal documents:**

- Bank/asset statement*
- Proof of income/assets*

**Funds from Scholarship or Grant:**

- Award letter*
- Copy of contract*

**Cash Sponsor's documents:**

I understand that all three types of documents MUST be attached.

- Affidavit of Support*
- Proof of Income*
- Bank Statement*

**Free Room and Board Sponsor's Documents (attach all four)**

- Affidavit of Support*
- Proof of Income*
- Bank Statement*
- Lease, deed, rent receipts, or utility bill (that is, proof of residence)*



## SPONSOR'S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT

### WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that you will provide this student with a specific amount of money from your own financial resources *for every year* he or she is going to study at the International Center of Photography and live in the U.S. You are also proving that you can afford the support you are promising with the documents you have attached.

Before signing it, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and very limited.

### HOW TO COMPLETE THIS FORM:

- Fill this form out in English (or have it officially translated). Promise only the amount of money you are able to give. The most common reason we reject affidavits is that we do not believe a sponsor can afford to give as much as promised.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or mail or fax copies to us with the application for a Form I-20. **The student will need to keep the originals to present to the consul at the visa interview.**

### SUPPORTING EVIDENCE REQUIRED:

#### 1. Proof of income (*any of the following*) with most recent pay stub:

- Income tax returns or receipts, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

#### 2. Bank statement in your name *only*. A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person must complete a separate affidavit. A letter from a bank officer will not be accepted.*

## THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, \_\_\_\_\_, *My name* , promise that I can and will give

\_\_\_\_\_ no less than U.S. \$ \_\_\_\_\_  
*Full name of student*

**in cash for EVERY YEAR of the student's program of study at the International Center of Photography.**

My relationship to the student is \_\_\_\_\_  
*Parent, spouse, brother/sister, friend*

My address is:

\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

The following persons are fully or partially dependent upon me for their support. (Do not include the student named above).

<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
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<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
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Name of my employer: \_\_\_\_\_

Annual salary: \_\_\_\_\_(USD) Other income: \_\_\_\_\_(USD)

My proof of income and bank statements are attached:  Yes  No

**I swear that the information I have provided above is true and correct**

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Today's Date*



## SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD

### WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food *for every year* he or she is attending the International Center of Photography. (The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the room and board, as that is *employment*.) You are also proving that you are the person who owns or rents the property and can afford the support you are promising with the documents you have attached.

Before signing it, it is important to understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and is very limited.

### HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English or have it officially translated into English.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or mail or fax copies to us with the application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

### SUPPORTING EVIDENCE REQUIRED:

#### 1. **Proof of income (any of the following), with most recent pay stub:**

- Income tax returns or receipts, *or*
- Pay stubs for last six months, *or*
- Bank/investment statements for the last six months

#### 2. **Bank statement in your name *only*.** A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person must complete a separate affidavit.*

#### 3. **Copy of your deed, lease, current rent receipts or current utility bill** to prove that you are the person who owns or rents the property.

## THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, \_\_\_\_\_ promise that for each year

*My name*

*of his/her study at the International Center of Photography, \_\_\_\_\_*

*Full name of student*

***will live free of any charge with me in my home at:***

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
*City, State, Zip*

- I own this property
- I rent this property

If the student is presently in the U.S., does s/he currently live with you?  Yes  No

I will not require any type of service to be performed in exchange for this benefit.

My relationship to the student is \_\_\_\_\_

*Parent, spouse, brother/sister, friend*

My proof of income and deed or lease are attached:  Yes  No

**I swear that the information I have provided above is true and correct**

\_\_\_\_\_  
*Signature of Sponsor*

\_\_\_\_\_  
*Today's Date*