

FORM I-20 INSTRUCTIONS and APPLICATION



Read the following instructions carefully to learn how to obtain your Form I-20 Certificate of Eligibility. Application materials must be submitted completely to avoid delays in receiving your I-20 for ICP's One-Year Certificate Programs:

- Creative Practice (CP)
- Documentary Practice . Visual Journalism (DOC)

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Form I-20 Information

A. Which Visa to be a student at ICP in the U.S.? *KF-1 Student Visa Only!*

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

If you use a visa to enter the U.S. you are saying "I'm here as a visitor "only. Since you contacted our school about study, this could be viewed as misrepresenting your purpose for entering the U.S. (ISA Fraud) and you might be refused permission 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 to F-1 Student. It is not true the U.S. federal regulations prohibit B visitors from pursuing a course of study prior to obtaining a change of status to F-1 Student.

2. DO NOT ENTER THE U.S. ON THE VISA WAIVER PROGRAM (ESTA)

If you are from a country from which you can enter the U.S. as a visitor by registering for ESTA, do not do this. You will be permitted to stay for only 90 days. You will not be given more time or allowed to change to F-1 Student status.

B. What is a Form I-20?

The Form I-20 is the Certificate of Eligibility for Nonimmigrant Student Status – For Academic or Language Students for the purposes of attending one of ICP's full-time programs.

Form I-20 tells the U.S. government that you are eligible for F-1 Student Status. It certifies that 1) you meet our admissions requirements; 2) you will pursue a full course of study; and 3) you provided evidence to ICP proving that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

You must have a *Form I-20* in order to obtain an F-1 student visa/status, to travel, and to keep lawful F-1 status when transferring or changing schools within the U.S.

❖ **DOES EVERYONE NEED A FORM I-20?**

No. If you are maintaining another non-immigrant status in the U.S., you do not need to have an I-20. It may be possible to attend full or part-time. See this government **“Who Can Study?”** webpage for more information about types of study allowed under different immigration statuses. 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.

The guidelines that ICP follows are based upon government regulations and policies.

Resource: <https://travel.state.gov/content/travel/en.html>

C. The Criteria for Receiving a Form I-20 [8 CFR 214.2(f)(6)(i) and 214.3 (k)(1-4)]

1. You must be accepted into one of ICP's One-Year Certificate Full-Time Programs.
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. Financial Evidence is required by the US Government for all accepted international students planning to study at ICP under an F-1 student visa. [8 CFR 214.3 (k)(2)]
 - YOU WILL NOT BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment(Work-Study) is limited; off-campus employment is prohibited. Employment is strictly controlled by the U.S. Department of Homeland Security and very limited.
3. You must follow ICP's estimated annual costs.
 - This is the amount that you must prove that you can support for every year in your program of study.
 - These annual costs are NOT NEGOTIABLE. They represent a conservative budget. We strongly recommend that you budget at least 10-20% more if possible for any 'extras' (i.e. cell phone, subway fare etc.).
 - Students and their families should look closely at the costs of living and studying (particularly in NYC) and make careful plans.
 - Expect annual increases in tuition and living costs of approximately 10%.

D. The Process of Applying for your Form I-20

❖ You Must Submit :

1. Copy of your Passport ID page in Color
2. Complete the Application for a Form I-20(page 7), and Student Statement of Financial Support(page 8).
3. Complete Proof of Funding for yourself and each sponsor(see pages 4-6)
4. Have your sponsor(s) complete the sponsor's Affidavit(page 9 or 10) and include all required documents.
5. Additional documentation if you are a current F-1 student in the U.S. Transferring-in (see page 12) or have F-2 dependents (see page 11).
6. Submit your I-20 Application and Supporting Documents by emailing to international@icp.edu Each file should be titled with YOUR NAME (as it appears on your passport)_DOCUMENT TYPE(ex. BART_SIMPSON_PASSPORT). If the document is not titled properly, we may be unable to process your Form I-20 Application.

DO NOT SEND US ORIGINALS. Keep the originals to take to your visa interview.

"WE STRONGLY RECOMMEND THAT YOU COMPILE YOUR FORM I-20 APPLICATION AND SUPPORTING DOCUMENTS AS SOON AS POSSIBLE AFTER YOUR ACADEMIC ACCEPTANCE TO AVOID DELAYS IN OBTAINING YOUR I-20."

E. Financial Requirement : Funding Sources – Can be any combination of sources in the U.S. and abroad:

1. PERSONAL FUNDS come from your own resources, not those of anyone else.
2. FUNDS FROM “SPONSORS” (parents, siblings, relatives, friends, companies, organizations). You may have as many sponsors as you need.
3. FUNDS FROM A HOUSING SPONSOR THAT OFFERS FREE ROOM AND/OR BOARD. Free room and/or board is when you live with someone and don't have to pay for your room or food.
4. FUNDS FROM A SCHOLARSHIP, GRANT, LOAN, ASSISTANTSHIP or FELLOWSHIP.

F. Supporting Documents Required for Funding Sources – All documents must be:

1. Less than three(3) months old at the time you are submitted
2. In English. Please have documents officially translated if not in English - no hand written translations will be accepted.

PERSONAL FUNDS (If you plan to support yourself)

1. BANK LETTER official bank letter/ account summary/ verification of funds from each account must be in English on official bank letterhead clearly showing the stated amount of pledged support is on deposit. The amount must be written in U.S. dollars (USD) or converted to USD using an official and current conversion rate. Statements whose currency has not been converted to USD will be returned. The funds must be in liquid assets.

SPONSORS OF CASH SUPPORT

1. SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT. All questions must be answered.
2. BANK LETTER official bank letter/ account summary/ verification of funds from each account must be in English on official bank letterhead clearly showing the stated amount of pledged support is on deposit. The amount must be written in U.S. dollars (USD) or converted to USD using an official and current conversion rate. Statements whose currency has not been converted to USD will be returned. The funds must be in liquid assets.
 - ❖ The bank letter can be substituted with a sponsor's PROOF OF INCOME at least TWO of the following: (a) Pay Stubs for last six months, (b) Income Tax for last two years, (c) Letter from employer on company letterhead stating salary and length of employment.

COMPANY SPONSOR

1. Must submit business registration and/or licenses along with the required evidence listed in items 1-2 under Sponsors of Cash Support(company owner/company's bank account).

HOUSING SPONSORS OF FREE ROOM AND/OR BOARD

If you are currently in the US, you must be living with the sponsor at the time of application in order for this to count towards your support.

1. SPONSOR'S AFFIDAVIT OF FREE ROOM AND/OR BOARD
2. IF FREE ROOM is being provided, PROOF OF RESIDENCY such as a lease, deed, or mortgage in the name of the sponsor.
3. IF FREE BOARD(food) is being provided, official BANK LETTER(account summary/ verification of funds) from each account must be in English on official bank letterhead clearly showing the stated amount of pledged support is on deposit. The amount(minimum \$5,000) must be written in U.S. dollars (USD) or converted to USD using an official and current conversion rate. Statements whose currency has not been converted to USD will be returned. The funds must be in liquid assets.

SCHOLARSHIPS, GRANT FUNDS AND LOANS

1. COPY OF YOUR AWARD LETTER OR CONTRACT stating the monetary amount of the award. Submit an official letter from the organization or government that awards you a scholarship or loan. The letter must be on official letterhead and include: Your name, Amount of funding (in US dollars), the duration of the award (including dates), the signature of an authorized representative. Please note that depending loans as a large percentage of your source of funding may prevent you from obtaining a F-1 student visa.

G. Important Notes

1. It is highly recommended that **at least part of your financial support come from your home country**. This helps when you interview for your F-1 student visa!
2. **A sponsor should promise only as much money as he/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.
3. **The bank account of a company *is not* the personal income of the owner of the business** and will not be accepted as proof of income.
4. **If a bank statement is in the name of more than one person**, each individual listed must submit an affidavit of support.
5. **Unacceptable documents include, but are not limited to** tax returns, investments, property, mortgages, retirement accounts, stocks, bonds, life insurance and letters of employment/salary statements.

H. Estimated Annual Costs:

◆ TUITION AND SCHOOL FEES

[See our website for current tuition and school fees information](#)

TUITION: \$36,000

FEES(Lab & Equipment Insurance): \$1,642

TOTAL: \$37,642

◆ TUITION AND SCHOOL FEES

HOUSING AND UTILITIES: \$12,000

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

FOOD \$5,000

PERSONAL ITEMS AND CLOTHING \$3,000

TRANSPORTATION \$1,300

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 \$6,500

TOTAL: \$27,800

◆ TOTAL ESTIMATED ANNUAL COSTS*:

Add together the total Tuition and School Fees and total Living Costs above.

One-Year Certificate Programs

\$

*Add \$9,000 to this total per dependent, if applicable



Application for a Form I-20 Certificate of Eligibility

1. Passport Name Enter your name and other information (Q 1-6) **exactly** as shown in your passport.

Family/Last Name(s) First Name(s) Middle Name(s)

2. Date of Birth: Month _____ Day _____ Year _____

3. Gender: Male Female Other

4. Country of Birth: _____ **5. City of Birth:** _____

6. Country of Citizenship: _____

7. Will you have an F-2 Dependent (Child or Spouse)? Yes No

If Yes: Complete an *F-2 Dependent Form I-20 Application (page 11)* and add \$9,000 to your annual cost per dependent

8. Have you taken TOEFL/ IELTS/ Duolingo English test? Yes Test/Score: _____ No

9. Permanent address in your country of citizenship:

Number and Street City

Province Postal Code Country

10. Telephone _____ **Email** _____

11. Your Program and Length of Study: CP - 10 months DOC - 10 months

12. Are you currently an F-1 student inside the U.S. or on OPT (an F-1 Transfer Student)?

Yes Please complete questions #1-3 below. **No** Go to the next page

1. Your I-20 Program End Date or OPT end date: _____

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

Yes: Your Travel Dates: _____ **No**

3. Current Local U.S. Address:

Number and Street Apartment # City, State Postal Code

See page 12 for additional F-1 Transfer requirements.



Student's Statement of Financial

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/available to you. (submit more than one of these forms if you require more space for other sponsorships)

◆ Source(s) of my support	Annual Amount
<input type="checkbox"/> Personal Funds: <i>The amount available to me from my own resources every year is (divide savings by number of years in your program)</i>	_____
<input type="checkbox"/> Cash Funds from a Sponsor: <i>to be given to me every year</i> Sponsor's name: _____	_____
<input type="checkbox"/> Cash Funds from a second Sponsor: <i>to be given to me every year</i> Sponsor's name: _____	_____
<input type="checkbox"/> Free Room and Board from a Sponsor (\$5,000 - \$17,000): <i>with whom I will live</i> Sponsor's name: _____	_____
<input type="checkbox"/> Funds from a Scholarships (including ICP), Grants and Loans Type: _____	_____

TOTAL amount available to you every year of study:

This amount must be the same or more than the estimated annual costs.

*Remember to Add \$9,000 to this total per F-2 dependent, if applicable

ESTIMATED ANNUAL COSTS REQUIRED:

One-Year Certificate Programs

PROOF OF FUNDING:

I understand that all documents listed for each type of Sponsorship MUST be attached.

❖ PLEASE SEE the detailed Documents Required in [Section F](#) on [Pages 4-5](#).

My Personal Funds:

Official Bank Letter

Free Room and/or Board Sponsor's Funds

Affidavit of Support

Proof of Residence

Official Bank Letter

Sponsor's Funds:

Affidavit of Support

Official Bank Letter

Funds from a Scholarship, Grant and Loan

Copy of official letter or contract



Sponsor's Affidavit of Support

To be completed by individual providing financial support

I, _____, hereby certify that I can and do promise to support
Sponsor's name

_____ a minimum of U.S. \$ _____

Full name of student

for tuition, fees, and living expenses for each year of study at the International Center of Photography. Evidence of my current liquid financial resources are included with this affidavit. I hereby affirm that I understand the contents of this affidavit and that the statements are accurate.

My proof of financial supporting documents attached: Yes No

My relationship to the student is _____
parent, spouse, sibling, relative, friend, company

My address is:

Telephone _____ Email: _____

By signing this financial statement, I/we agree to the following: The information on this form is true and accurate. I/we are fully aware that any false or misleading statements will result in the student's automatic revocation of admission from ICP. I/we agree that the amount pledged above will be available for the year of the student's studies and may not be withdrawn. I/we understand that ICP does not provide any financial assistance to international students and that the U.S. Department of Homeland Security severely restricts any type of student employment in the U.S. Failure to meet financial obligations to ICP will result in the student's dismissal.

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

Signature of Sponsor

Today's Date



Sponsor's Affidavit of Free Room and/or Board

I, _____ *My name* promise that for each year 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 which is located at (please list full address):

_____ *Street Number and Name of Street* _____ *Apartment*

_____ *City* _____ *State* _____ *Zip Code*

Telephone _____ Email _____

- I own this residence I support Free Room I support both Free Room
 I rent this residence I support Free Board(food) and Board(food)

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, siblings, relative, friend

My proof of Room and/or Board supporting documents attached: Yes No

By completing the housing sponsor affidavit, you are swearing to the U.S. government that you are providing free room and/or board. This means that this student will live with you free of any charge for room and/or 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, house cleaning, secretarial work etc., in exchange for the room and/or 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. Without proof of residence, this Affidavit is not complete.

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

Signature of Sponsor

Today's Date



Application for an F-2 Dependent Form I-20

An F2 dependent can be either your spouse and/or child(ren). Please complete this form and provide supporting evidence for each F-2 dependent. You must include the following documents:

- a) Completed Application for an F-2 Dependent Form I-20 form for each dependent
- b) Proof of Relationship: Marriage Certificate(spouse) or Birth/Adoption Certificate(child/ren)
- c) Valid Passport (must be valid for at least 6 months into the future)
- d) Proof of current financial support (official bank letters & sponsor's affidavit from each of your sponsors). You must add \$9,000 to your total for each F-2 dependent for each year of your program.

1. **Type of F-2 dependent:** Spouse Child

2. **Name of F-2 Dependent from Passport** Enter name exactly as shown on F-2 dependent passport.

Family/Last Name(s)	First Name(s)	Middle Name(s)
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3. **Include a copy of your F-2 passport identification page**

4. **Include a copy of your F-2 Proof of Relationship:**

- Marriage Certificate (spouse)
- Birth or Adoption Certificate (child)

5. **F-2 dependent's Date of Birth:** Month _____ Day _____ Year _____

6. **F-2 dependent's Gender:** Male Female Other

7. **F-2 dependent's Country of Birth:** _____

8. **F-2 dependent's City of Birth:** _____

9. **F-2 dependent's Country of Citizenship:** _____

10. **Are You an F-1 Transfer-In Student?** Yes No

Include a copy of all of your dependent's previous F-2 Form I-20s and F-2 student visa(s).

11. If you and your dependent are in the U.S. now: What is your dependent's Immigration Status?

- F-2 Dependent
- B-2 Visitor
- Other: _____



Transfer-In F-1 Student Instructions

As a Transfer-In F-1 student you must be either:

- Currently attending another SEVP-Approved institution and maintaining F-1 student status
- Currently on Post-Completion Optional Practical Training (OPT), or
- Within your 60-day grace period and still inside the U.S.

Federal regulations require that you meet the following criteria before your Student Exchange and Visitor Information System (SEVIS) record can be transferred-in and your I-20 issued:

- 1) Meet our admissions requirements and be accepted into one of the Full-Time Programs.
- 2) Submit your *Form I-20* Application for review including all supporting documentation. You must provide evidence to ICP supporting that you have enough money to study and live in the U.S. without working illegally or suffering from poverty. You must also submit copies of:
 - All previous Form I-20s from programs you attended in the U.S.
 - F-1 Visa or I-797 Approval Notice
 - Most Recent I-94
 - Current local U.S. Address and Contact Information (Page 7)
 - Employment Authorization Document (EAD) Card(s) from any current or previously approved Practical Training (off-campus work authorization)
- **You will not be eligible to transfer to ICP and be issued a Form I-20 until your complete Application and supporting documents have been received.**
- 3) Once you have successfully completed your Form I-20 application, you will receive ICP's Transfer-In Form. You must submit this form to your current institution's DSO (Designated School Official) to complete and return to international@icp.edu. Your current institution must release your SEVIS record to ICP in order for us to issue a Form I-20 to you.

We recommend speaking to your current DSO as early as possible to inform them of your intention to transfer. They can advise on whether you are eligible to transfer in Active F-1 Status, and by what date you must transfer. **It is your responsibility to maintain your F-1 student status, including transferring to ICP in a timely manner.**

Your SEVIS record must be transferred to ICP within your 60-day Grace Period before you depart the U.S. Otherwise you will need to obtain a new Initial I-20 with a new SEVIS ID, and repay the I-901 SEVIS Fee, before re-entering the U.S.