



***FORM I-20* INSTRUCTIONS and APPLICATION**

The follow instructions carefully explain how to get your *Form I-20*. *Form I-20* Application materials must be submitted completely to avoid delays in receiving your *Form I-20*.

- Creative Practice (CP)
- Documentary Practice & Visual Journalism (DOC)
- New Media Narratives (NMN)
- ICP-Bard Master of Fine Arts (MFA)

CONTENTS:

I.	<u><i>Form I-20</i> Information</u>	Page 2-6
A.	<u>Visa Don'ts-Does Everyone Need a <i>Form I-20</i>?</u>	Page 2
B.	<u>Definition of a <i>Form I-20</i></u>	Page 2
C.	<u>The Criteria for Receiving a <i>Form I-20</i></u>	Page 3
D.	<u>The Process of Applying for your <i>Form I-20</i></u>	Page 3
E.	<u>Funding Sources</u>	Page 4
F.	<u>Supporting Documents Required for Funding Sources</u>	Page 4-5
G.	<u>Warnings</u>	Page 5
H.	<u>Estimated Annual Costs</u>	Page 6
II.	<u><i>Form I-20</i> Application</u>	Page 7-15
A.	<u>Application Form for a <i>Form I-20</i></u>	Page 7
B.	<u>Student Statement of Financial Support</u>	Page 8
C.	<u>Sponsor Instructions</u>	Page 9
D.	<u>Sponsor Affidavit</u>	Page 10
E.	<u>Housing Sponsor Instructions</u>	Page 11
F.	<u>Housing Sponsor Affidavit</u>	Page 12
G.	<u>Application Form for an F-2 Dependent <i>Form I-20</i></u>	Page 13
H.	<u>Transfer-In F-1 Student Instructions</u>	Page 14
I.	<u>Appendix: Application Materials Checklist</u>	Page 15



INTERNATIONAL CENTER OF PHOTOGRAPHY

Form I-20 Information

A. VISA DON'TS- NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CAN'T 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 could be viewed as misrepresenting your purpose for entering the U.S. 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! U.S. federal regulations prohibit B Visitors 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. on the Visa Waiver Program (WT or WB)

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.

DOES EVERYONE NEED A FORM I-20?

No. 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 21st 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.

B. Definition of 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.

A *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 supporting 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.

Your *Form I-20* cannot be issued until you are accepted into our school unconditionally which includes meeting the English language requirement and prove that you have enough finances for your program of study.

Please note: The U.S. government law requires that ICP ensures that you will have enough financial support during your stay before ICP issues your *Form I20*. 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*

1. YOU MUST BE ACCEPTED INTO ONE OF ICP'S 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.
 - a. YOU WILL NOT BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!
On-campus employment is limited; off-campus employment is rarely granted.
 - b. SOMETIMES, WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING or EMPLOYMENT - perhaps more than once.
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. (The Certificate Programs are one year long; the ICP-Bard MFA Program is two years long.)
 - a. THESE ANNUAL COST AMOUNTS 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.).
 - b. Students and their families should look closely at the costs of living and studying (particularly in NYC) and make careful plans.
 - c. EXPECT ANNUAL INCREASES in tuition and living costs of approximately 10%.

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

1. COMPLETE Page 7, APPLICATION FOR A *FORM I-20*, and PAGE 8, STUDENT STATEMENT OF FINANCIAL SUPPORT.
2. HAVE YOUR SPONSOR(S) COMPLETE THE SPONSOR'S AFFIDAVIT (page 9) AND INCLUDE ALL REQUIRED DOCUMENTS.
3. YOU MUST SUBMIT
 - Page 7, APPLICATION FOR A *FORM I-20*, and PAGE 8, STUDENT STATEMENT OF FINANCIAL SUPPORT
 - A copy of your Passport ID page (and any U.S. Visas if you have them)
 - The complete proof of funding and employment documentation for yourself and each sponsor
 - You may also be required to submit additional documentation if you are a transfer-in student current on an F-1 student visa (see page 14) or have F-2 dependents (see page 13)
4. SUBMIT YOUR APPLICATION FOR A *FORM I-20*, SPONSOR'S AFFIDAVIT AND REQUIRED DOCUMENTS via www.dropbox.com.
 - You will need to create an account.
 - You do not need to install Dropbox on your computer and you can use the web uploader.
 - Put all of the documents into one folder titled with YOUR NAME (as it appears on your passport) and share with ssandoval@icp.edu. If the folder 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 APPLICATION ACCEPTANCE TO AVOID DELAYS IN GETTING YOUR *FORM I-20*.

E. Funding Sources:

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

1. **PERSONAL FUNDS** come from your own resources, not those of anyone else. If your parents put money in your bank account, they are considered your cash sponsors and must provide all the evidence required. 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 and resources sufficient to support you.
2. **FUNDS FROM "SPONSORS"** (parents, relatives, friends, organizations). You may have as many sponsors as you need.
3. **FUNDS FROM A HOUSING SPONSOR THAT OFFERS FREE ROOM AND BOARD.** Free room and 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 and FELLOWSHIP.**

F. Supporting Documents Required for Funding Sources:

ALL DOCUMENTS YOU GIVE US MUST BE:

1. Less than two months old.
2. In English. *(Please have documents translated if not in English)*

Please note: LETTERS FROM BANK OFFICIALS WILL NOT BE ACCEPTED AND WE CANNOT ACCEPT BANK STATEMENTS THAT DO NOT SPECIFY MONTHLY BALANCES AND DEPOSITS!

PERSONAL FUNDS (If you plan to support yourself):

1. **BANK STATEMENTS** from each account for the last six months. These should be a monthly detailed statement of balances including withdrawals and deposits for each account.
2. **PROOF OF INCOME.**
At least TWO of the following:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Letter from employer on company letterhead stating salary and length of employment

SPONSORS OF CASH SUPPORT:

1. **SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT.** All questions must be answered.
2. **BANK STATEMENTS** from each account for the last six months. These should be a monthly detailed statement of balances including withdrawals and deposits for each account.
3. **PROOF OF INCOME.**
At least TWO of the following:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Letter from employer on company letterhead stating salary and length of employment

COMPANY SPONSOR

- Must submit business registration and licenses along with the required evidence listed in items 1-3 under Sponsors of Cash Support.

HOUSING SPONSORS OF FREE ROOM AND BOARD:

1. SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD
2. BANK STATEMENTS from each account for the last six months. These should be a monthly detailed statement of balances including withdrawals and deposits for each account.
3. PROOF OF INCOME.
At least TWO of the following:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Letter from employer on company letterhead stating salary and length of employment
4. COPY OF LEASE OR DEED

SCHOLARSHIPS, GRANT FUNDS AND LOANS:

COPY OF YOUR AWARD LETTER OR CONTRACT stating the monetary amount of the award.

G. Warnings

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 student visa!
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 they intend to give and only as much as can be afforded.
3. The income of a company *is not* the personal income of the owner of the business and will not be accepted as proof of income. The owner/sponsor must still provide all the required evidence of a CASH SPONSOR including proof of personal 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. We cannot accept bank statements that do not specify monthly balances, withdrawals and deposits. Letters from banks are not acceptable as proof of finances.

H. Estimated Annual Costs:

TUITION AND SCHOOL FEES

Program	Tuition	Fees	Total
One-Year Certificate Programs	\$32,817	\$1,500	\$34,317
ICP/Bard MFA Program (yearly)	\$34,063	\$2,900	\$36,963

Fees include registration fee, lab fee and admission to all lectures and public programs.

LIVING COSTS

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*:

One-Year Certificate Programs	\$62,117
ICP/Bard MFA Program (yearly)	\$64,763

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



INTERNATIONAL CENTER OF PHOTOGRAPHY

Application for a *Form I-20*

1. **Name in Passport** Enter your name exactly as shown in your passport.

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

2. **Include a copy of your passport identification page**

3. **Date of Birth:** Month _____ Day _____ Year _____

4. **Gender:** Male Female

5. **Country of Birth:** _____

6. **Country of Citizenship:** _____

7. **Will you be an F-1 transfer-in student?** Yes No

Include all previous and current Form I-20s. Please see page 14 for additional requirements

8. **Will you have an F-2 Dependent?** Yes No

Complete an *F-2 Dependent Form I-20 Application (page 13)* and add \$9,000 to your annual cost per dependent

9. **Have you taken a TOEFL/IELTS exam?** Yes No If YES, what was your score _____

10. **Permanent address in your country of citizenship**

Number and Street

City Postal Code Country

11. **Alternate mailing address for the *Form I-20*** (leave blank if you receive mail at the address above)

Number and Street

City Postal Code Country

12. **Telephone** _____ **Email** _____

13. **What is your Program and Length of Study:**

- ICP –Bard MFA/ 21 months CP/ 10 months NMN/ 10 months DOC/ 10 months

14. **If you are in the U.S. now, complete the following two questions.** Otherwise leave it blank.

1. **What is your Immigration Status?**

- F-1 Student (must see page 14 on Transfer Students)
 Other: _____

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

- Yes: What are your travel dates: _____ No

B. Student's Statement of Financial Support

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.

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 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> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Cash Funds from a second Sponsor: <i>to be given to me every year</i> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Free Room and Board from a Sponsor: <i>with whom I will live</i> <i>Sponsor's name:</i> _____	_____
<input type="checkbox"/> Funds from a Scholarship, Grant and Loan <i>Type:</i> _____	_____

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	\$62,117
ICP/Bard MFA Program (yearly)	\$64,763

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:

- Bank statements (6 months of expenses, deposits and balances for each account)*
- Proofs of income (at least 2)*

Free Room and Board Sponsor's Funds

- Affidavit of Support*
- Bank Statement (6 months of expenses, deposits and balances for each account)*
- Proofs of Income (at least 2)*
- Proof of residence*

Cash Sponsor's funds:

- Affidavit of Support*
- Bank Statement (6 months of expenses, deposits and balances for each account)*
- Proofs of Income (at least 2)*

Funds from a Scholarship, Grant and Loan:

- Copy of letter or contract*

C. Sponsor Instructions

By completing the sponsor 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.

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 can cause students pain and suffering. The student will not be able to support themselves through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and very limited.

HOW TO COMPLETE THIS FORM:

- Fill the affidavit out in English (or have it 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.
 - Provide all of the supporting documents required, which are listed below. If you are unwilling to provide the requested documentation, then you cannot be considered a sponsor.
 - Documents should be submitted electronically with the complete *Form I-20* application
- Give the student the original documents to present to the consul at the visa interview.**

SPONSORS OF CASH SUPPORT:

1. **SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT.** All questions must be answered.
2. **BANK STATEMENTS** from each account for the last six months. These should be a monthly detailed statement of balances and deposits for each account.
3. **PROOF OF INCOME.**
At least TWO of the following:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Letter from employer on company letterhead stating salary and length of employment
4. **Company Sponsor**
 - Must submit business registration and licenses **along with the required evidence listed in items 1-3 above.**

E. Housing Sponsor Instructions

By completing the housing sponsor affidavit, you are swearing to the U.S. government that you are providing free room and board. This means 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.

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 can cause students pain and suffering. The student will not be able to support themselves through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and very limited.

HOW TO COMPLETE THIS FORM:

- Fill the affidavit out in English (or have it 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.
- Provide all of the supporting documents required, which are listed below. If you are unwilling to provide the requested documentation, then you cannot be considered a sponsor.
- Documents should be submitted electronically with the complete *Form I-20* application

Give the student the original documents to present to the consul at the visa interview.

SPONSORS OF FREE ROOM AND BOARD:

1. **SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD**
2. **BANK STATEMENTS** from each account for the last six months. These should be a monthly detailed statement of balances and deposits for each account.
3. **PROOF OF INCOME.**
At least TWO of the following:
 - Income tax returns or receipts
 - Pay stubs for last six months
 - Letter from employer on company letterhead stating salary and length of employment
4. **COPY OF LEASE OR DEED**



INTERNATIONAL CENTER OF PHOTOGRAPHY

Housing Sponsor Affidavit

THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, _____ promise that for each year of his/her
My name

study at the International Center of Photography, _____ will live free of
Full name of student

any charge with me in my home which is located at (please list full address) :

- I own this property
- I rent this property

Telephone _____ Fax _____ Email _____

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, bank statements and deed/lease are attached: Yes No

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

Signature of Sponsor

Today's Date



INTERNATIONAL CENTER OF PHOTOGRAPHY

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 or Adoption Certificate (child/ren)
- c) Valid Passport (must be valid for at least 6 months into the future) and a copy of every U.S. visa
- d) Proof of current financial support (official bank letters & letter of financial support 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)

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. Date of Birth: Month _____ Day _____ Year _____

6. Gender: Male Female

7. Country of Birth: _____

8. Country of Citizenship: _____

9. Will you be an F-2 transfer-in? Yes No

You will have to include a copy of all of your *Form I-20s* and F-2 student visas

10. If you are in the U.S., **now**, complete the following question. Otherwise leave it blank.

What is your Immigration Status?

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

H. Transfer-In F-1 Student Instructions

Please note that as a Transfer-In F-1 student you must:

- Be currently attending another institution and maintain F-1 student status, or
- Be currently on Post-Completion Optional Practical Training (OPT), or
- Be within your 60 day grace period and still remain in 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 on SEVIS and your I-20 produced:

- 1) You meet our admissions requirements so you must first be accepted into one of the Full-Time Programs.
- 2) Submit your I-20 Application for review: 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. This means you must successfully complete this *Form I-20* Application including all of the supporting documentation before your *Transfer-In form* will be sent to you. Do not request a record transfer from your current school before your form has been provided to you.
- 3) You must also submit a copy of every *Form I-20* for each program you have attended while an F-1 student along with your I-20 Application and supporting documentation.
- 4) *Employment Authorization Document EAD Card(s)* if you have been or are engaged in Optional Practical Training (OPT).
- 5) Once you have successfully completed your *Form I-20* application, then you will be sent a Transfer-In form. You must submit this Transfer-In form to your current institution's DSO

You should be aware that your SEVIS record must be transferred to ICP before you depart the U.S. while on your 60 day Grace Period otherwise you will need to enter on a new SEVIS ID and will be required to obtain a new student visa before you re-enter the U.S.

I. Appendix: Application Materials Checklist

ALL APPLICATIONS MUST SUBMIT THE FOLLOWING DOCUMENTATION:

- Page 7, APPLICATION FOR A *FORM I-20*, and
- PAGE 8, STUDENT STATEMENT OF FINANCIAL SUPPORT
- A copy of your Passport ID page
- any U.S. Visas if you have them
- The complete Proof of Funding and employment documentation for yourself and each sponsor

PROOF OF FUNDING:

My personal funds:

- Bank statements (6 months of expenses, deposits and balances for each account)*
- Proofs of income (at least 2)*

Free Room and Board Sponsor's Funds

- Affidavit of Support*
- Bank Statement (6 months of expenses, deposits and balances for each account)*
- Proofs of Income (at least 2)*
- Proof of residence*

Cash Sponsor's funds:

- Affidavit of Support*
- Bank Statement (6 months of expenses, deposits and balances for each account)*
- Proofs of Income (at least 2)*

Funds from a Scholarship, Grant and Loan:

- Copy of award letter or Loan contract*

ADDITIONAL F-2 DEPENDENT DOCUMENTATION

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:

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

ADDITIONAL F-1 TRANSFER STUDENT DOCUMENTATION

Transfer-In F-1 students must also include the following documents:

- You must also submit a copy of every *Form I-20* for each program you have attended while an F-1 student and;
- Employment Authorization Document EAD Cards*