

APPLICATION FOR SEVIS FORM I-20

A Certificate of Eligibility Form I-20 is a document issued by Manhattan School of Music certifying that a student has met the academic and financial ability criteria for study at the institution. As the United States Department of Homeland Security (DHS) has given Manhattan School of Music permission to issue Form I-20's, the institution must receive necessary financial documents from students in order to meet the federal requirements for this privilege.

Upon approval for and receipt of the Form I-20 from Manhattan School of Music, students will be eligible to apply for the **F-1 Student Visa** at the United States Embassy or Consulate in their home countries. Because the application process for the Form I-20 and F-1 Student Visa can take several weeks, it is extremely important for students to be prepared and plan ahead. **ONLY original financial documents with official English translations will be accepted in applying for the Form I-20.** These original documents will be returned to the students for use at their visa appointment once they have been approved for the issuance of the Form I-20. In order to receive the I-20 in a timely manner, please make note of the following deadlines for the I-20 Application:

FALL SEMESTER: Applications are due *BEFORE* JUNE 1, 2019

SPRING SEMESTER: Applications are due *BEFORE* DECEMBER 1, 2019

* Students will be charged for I-20 express mail delivery for applications received after the given deadlines.

Canadian Citizens do not need a visa to enter the United States; however, they must present a SEVIS Form I-20 and financial documents to the United States Customs and Border Protection upon entry to obtain legal F-1 student status.

Please address all immigration related questions to International Student Services by email at isa@msmnyc.edu. Address all admission-related questions to the Office of Admission by email at admission@msmnyc.edu or call (917) 493-4436.

I-20 APPLICATION CHECKLIST:

- Completed Biographical Page (Page 3)
- Completed and Notarized Certification of Finances Form (Page 4)
- Official bank statements from checking or savings account in ORIGINAL form
- Completed Transfer Form – Page 5 (if transferring SEVIS record from another U.S. institution)
- Copy of Passport
- Copy of U.S. Student visa (if already studying in U.S.)
- Copy of I-94 record (if already studying in U.S.)
- Copy of current SEVIS I-20 (if already studying in U.S.)

MAIL THE COMPLETED FORM I-20 APPLICATION AND SUPPORTING FINANCIAL DOCUMENTATION WITH OFFICIAL ENGLISH TRANSLATIONS TO:

Manhattan School of Music
International Student Services
130 Claremont Avenue
New York, NY 10027

APPLICATION FOR SEVIS FORM I-20 **— Estimated Financial Requirements** **2019 – 2020 Academic Year**

In accordance with United States Immigration Law [8 C.F.R. § 214.3 (k) (2); § 214.4 (a) (1) (ix)], Manhattan School of Music must obtain reliable documentation that the student has financial resources adequate to meet expenses (tuition and living expenses) while studying at the School. **Students must prove with official documentation that funds exist at least for the student's first year of study and that, barring unforeseen circumstances, adequate funding will be available from the same or equally dependable sources for subsequent years.** This is the same standard that consular and DHS (Department of Homeland Security) officers will use to determine a student's financial ability.

The following amounts reflect the estimated cost of tuition, fees, living expenses, health insurance, and other miscellaneous expenses for the 2019–2020 academic year:

2019–2020 ACADEMIC YEAR

Tuition	\$48,280
General Student & Registration Fees	\$ 850
Housing	\$10,790
Health Insurance	\$ 2,000
Food	\$ 5,405
Books/Music	\$ 1,000
Transportation	\$ 1,600
Miscellaneous	<u>\$ 3,000</u>
Total Estimated Expenses	\$72,925

Transfer Students

Students coming to Manhattan School of Music directly from another institution in the United States must complete and submit the **SEVIS Transfer Form (Page 5)** attached to this application. This form is for the purpose of transferring the student's SEVIS record, which is needed in order to issue a Form I-20 from Manhattan School of Music. Students currently enrolled at another school in the United States who are planning to travel outside the U.S. before enrolling at Manhattan School of Music must inform the International Student Advisor at MSM before leaving the United States. In this case, the student must receive the transfer Form I-20 from Manhattan School of Music before re-entering the United States.

APPLICATION FOR SEVIS FORM I-20

Family Name: _____ First Name: _____ Middle Name: _____
(Write your name EXACTLY as it appears in your passport)

Country of Birth: _____ Country of Citizenship: _____

Date of Birth (MM/DD/YY): _____ Gender: Male Female Other

EMAIL: _____ Phone #: _____

Mailing Address for I-20:

Street _____

City _____

Province/Territory _____ Postal Code _____

COUNTRY _____

Permanent Foreign Address:

(if different from mailing address)

Street _____

City _____

Province/Territory _____ Postal Code _____

COUNTRY _____

Do you have Summer English Study (SES) requirement at MSM? YES NO

Degree you are pursuing: Bachelor of Music Postgraduate Diploma
 Master of Music Doctor of Musical Arts
 Professional Studies Certificate Artist Diploma

Instrument/Major: _____ CLASSICAL JAZZ CONTEMPORARY

Are you currently in the United States? YES NO

If yes, what is your immigration status? F-1 F-2 B-1/B-2 J-1 Other _____

(If F-1, please list your current/previous school: _____)

*F-1 Students currently in the United States with an I-20 from another institution MUST have the SEVIS Transfer Form (page 5) completed by the Office of International Students at their previous school.

Marital Status: Single Married

If married, will your dependents accompany you to the U.S.? YES NO

Please provide information for any F-2 dependents (Spouse and/or Child) accompanying the student to the US:

Name (Family, First, Middle) / Date of Birth / Relationship to Student / Country of Birth / Country of Citizenship

Name (Family, First, Middle) / Date of Birth / Relationship to Student / Country of Birth / Country of Citizenship

*The estimated cost for dependents is \$9,500 for a spouse and \$6,500 per child. Students must show support for self and each dependent to receive dependent Form I-20.

APPLICATION FOR SEVIS FORM I-20 — CERTIFICATION OF FINANCES

SOURCE OF FINANCIAL SUPPORT	AMOUNT
<p>1. STUDENT SAVINGS Attach an official bank statement under the student's name in ORIGINAL form with official English translation showing sufficient funds from a checking or savings account. If student is ONLY showing financial support in his/her own name and no other support from family (Line #3), he/she must be able to show enough funds for <u>ALL</u> years of study. Enter \$0 if student will not be showing personal funds.</p>	\$ _____
<p>2. MANHATTAN SCHOOL OF MUSIC Attach a copy of award letter</p>	\$ _____
<p>3. FUNDS FROM FAMILY OR SPONSOR Enter financial support from parents or other family members. Each sponsor must complete and have <u>notarized</u> the Affidavit of Support (below) and attach an official bank statement in ORIGINAL form with official English translation showing sufficient funds from a checking or savings account.</p>	\$ _____ <hr style="border: 1px solid black;"/> Name of Sponsor
<p>4. OTHER Attach copies of any award letters, terms of loan, etc. in \$USD.</p>	\$ _____
<p>5. TOTAL FINANCIAL SUPPORT Amount should equal at least \$72,925.00</p>	\$ _____

Student Applicant:

"I certify that the information listed on this form is true and complete. I understand that any misrepresentation may be cause for the denial of my request for a Manhattan School of Music sponsored F-1 nonimmigrant student status."

** _____
Student Signature
Date

AFFIDAVIT OF SUPPORT

(To be completed by each sponsor and certified by a NOTARY PUBLIC)

I hereby certify that I, _____, am able, willing, and promise to provide for _____ with at least \$ _____ per year to meet his/her expenses during each year of study at Manhattan School of Music. I have submitted a bank statement to prove that the promised financial resources are available.

Signature of Sponsor
Date

**OFFICIAL STAMP of NOTARY PUBLIC or BANK OFFICIAL
**SIGNATURE of NOTARY PUBLIC or BANK OFFICIAL
DATE

APPLICATION FOR SEVIS FORM I-20 — SEVIS TRANSFER FORM

****This form is to be completed ONLY by International Students currently in the United States in F-1 status at another institution and is for the purpose of transferring the student's SEVIS record to Manhattan School of Music.**

PART I: To be completed by STUDENT

STUDENT NAME: _____
Last First Middle

DATE OF BIRTH (MM/DD/YY): _____

CURRENT U.S. ADDRESS: _____
Street
City State Zip Code

EMAIL ADDRESS: _____ STUDENT SIGNATURE: _____

APPLICANTS SHOULD SUBMIT THE I-20 APPLICATION BEFORE TRANSFERRING SEVIS RECORD

PART II: To be completed by DSO (Designated School Official) at current school

1. To the best of your knowledge, is this student eligible for a SEVIS transfer? YES NO

If NO, please explain: _____

2. SEVIS I.D. # N _____

3. SEVIS Release Date: _____

SEVIS School Code for Manhattan School of Music: NYC214F00436000

Please mail or scan SEVIS Transfer Form to:

International Student Services
Manhattan School of Music
130 Claremont Avenue
New York, NY 10027
Phone: (917) 493-4460
isa@msmnyc.edu

Name and Title: _____

Institution: _____

Phone: _____ Email: _____

Signature: _____ Date: _____