

APPLICATION FOR SEVIS FORM I-20

MANHATTAN SCHOOL OF MUSIC

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 United States Citizenship and Immigration Services (USCIS) has given Manhattan School of Music permission to issue Form I-20s, 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. As 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 1st

SPRING SEMESTER: Applications are due BEFORE December 1st

* Students will be billed for DHL express mail service for applications received after the given deadlines.

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

Please address all immigration related questions to International Student Services by email at isa@msmnyc.edu or by calling **Michael Lockhart, Director of International Student Services**, at (917) 493-4460. 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 I-20 Application
- Completed and Notarized Certification of Finances Form
- Official bank statements from checking or savings account in ORIGINAL form
- \$500 Confirmation of Acceptance fee and completed "Intent to Enroll" form (To be sent to the Office of Admission)
- Completed Transfer Form (if transferring SEVIS record from another U.S. institution)
- Copies of valid passport, visa (if applicable), I-94 card (if applicable), and all previous I-20's

Mail the completed Form I-20 Application and supporting financial documentation with official English translations to:

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

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Estimated Financial Requirements 2009 – 2010 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 2009–2010 academic year:

Tuition	\$ 31,400
General Student & Registration Fees	\$ 475
Housing	\$ 9,150
Health Insurance	\$ 2,200
Food	\$ 4,400
Books/Music	\$ 1,000
Transportation	\$ 1,600
Personal Expenses	\$ 3,000
Total Estimated Expenses	\$53,225

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** 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.

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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

E-MAIL: _____ **Telephone:** _____

Fax: _____

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 _____

When were you notified of your admission to Manhattan School of Music? _____
Date

Do you have English Language Study requirement? _____ YES _____ NO

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

Instrument: _____ (Circle One) CLASSICAL JAZZ

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 _____
(Please submit a copy of I-20, I-94 card, or visa indicating status in U.S.)

***F-1 Students currently in the United States with an I-20 from another institution MUST have the Transfer Form 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 dependents accompanying the student to the United States:

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

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CERTIFICATION OF FINANCES

Source of Financial Support	Amount
1. PERSONAL SAVINGS Attach an official bank statement in ORIGINAL form with official English translation showing sufficient funds in \$USD from a checking or savings account. Personal funds will be divided by the number of years of the program of study. This amount will indicate how much personal funds the student can contribute toward their studies each year.	\$ _____
2. MANHATTAN SCHOOL OF MUSIC Attach a copy of award letter	\$ _____
3. FUNDS FROM FAMILY OR SPONSOR Each sponsor must complete and have notarized the Affidavit of Support (below) and attach an official bank statement in ORIGINAL form with official English translation showing sufficient funds in \$USD from a checking or savings account.	\$ _____ <hr/> Name of Sponsor
4. OTHER Attach copies of any award letters, terms of loan, etc. in \$USD.	\$ _____
5. TOTAL FINANCIAL SUPPORT Amount should equal at least \$53,225.00	\$ _____

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
Sponsor's Name
to provide for _____ with at least \$ _____ per year
Name of Student \$USD Amount
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

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SEVIS TRANSFER FORM

This form is to be completed by International Students currently in F-1 status at another institution in the United States 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

SEVIS I.D. # N _____ DATE OF BIRTH (MM/DD/YY) _____

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

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

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

PLEASE COMPLETE THIS FORM AND SUBMIT IT WITH A COPY OF THE STUDENT'S CURRENT I-20

1. To the best of your knowledge, has this student maintained lawful F-1 status? YES _____ NO _____

If NO, please explain: _____

2. SEVIS I.D. # N _____ 3. Current I-20 Expiration Date: _____

4. SEVIS Release Date: _____ 5. Date last attended your institution: _____

6. Please cite any periods of Practical Training: CPT _____ OPT _____

Please mail or fax SEVIS Transfer Form to:

International Student Services
Manhattan School of Music
120 Claremont Avenue
New York, NY 10027
Phone: (917) 493-4460
Fax (212) 749-5471

Name and Title: _____

Institution: _____

Institution Address: _____

Phone: _____

Signature: _____ Date: _____