Application for the SEVIS Form I-20

Due Date for Graduate Students: May 1, 2021
Due Date for Undergraduate Students: May 15, 2021

Required Application Materials

- Form 1: Biographic and Degree Information
- Form 2: Certification of Finances, Affidavit of Support
- Copy of passport (photo page only)
- Copy of bank statement
- Copy of your F-1 student visa (if you already have one)
- SEVIS Transfer Form (if transferring to MSM from another U.S. school)
- Most Recent I-94 record (if you have previously attended school in the U.S.)
- Copy of all I-20s (if you have previously attended school in the U.S.)

Contact Information:

- Please address all immigration related questions to the Office of International Student Services (ISS) by email at: iss@msmnyec.edu
- All admission related inquiries should be directed to the Office of Admissions via email at: admission@msmnyec.edu
Travel Documents

A SEVIS Form I-20, also known as a Certificate of Eligibility, is a financial document issued by SEVP certified schools. United States Citizenship and Immigration Services (USCIS) has given Manhattan School of Music permission to issue the Form I-20 to students who have met the academic and financial criteria for study at the institution. The office of International Student Services (ISS) must receive the necessary financial documents from you in order to meet federal requirements.

Complete applications should be emailed as a PDF file to iss@msmnyc.edu. As our office works to process each application, the status will be updated on your individual MSM student portal page. **Due to a high volume of applications, please allow 2 weeks to see an update in the portal.**

If your Form I-20 application is approved, you will receive an email from our office. You will then need to schedule an interview at a U.S. embassy or consulate to apply for the F-1 visa.

-Or-

If you already have a valid F-1 visa, you may use it to re-enter the U.S. Students transferring to Manhattan School of Music from another school in the U.S. will see their previous school’s name listed on the bottom of the visa. That is okay, as long as you present your new I-20 from MSM when entering the U.S. If you are currently in the U.S. and your F-1 visa has expired, that is also okay. An F-1 visa is an entry document and thus needs to be valid when entering the U.S. If you are inside the United States past the expiration date, you will simply need to make arrangements to have it renewed the next time you travel internationally.

Because the application processes for the I-20 and F-1 visa can take several weeks, it is extremely important to be prepared and plan ahead. Copies of financial documents with official translations are acceptable when applying for a Form I-20. However, you will need the originals at your visa appointment.

**Canadian citizens** do not need a visa to enter the United States; however, they must present an I-20 and financial documents to the United States Customs and Border Protection to obtain legal F-1 student visa status.
Financing Your Studies

In order to present the best application possible at your F-1 visa interview, we strongly advise that an individual from your home country financially sponsor your studies (at least in part). A sponsor can be a family member or person unrelated to you. Multiple financial sponsors are permitted. At your visa interview, the consul must ensure that you have sufficient ties to your home country in order to issue a visa. Having your studies financed by a citizen of your country is one way to provide strong evidence of a tie to your home country.

Policy at Manhattan School of Music requires that your sponsor(s) show proof of funding for your first year of study and legally promise to support you for each successive year of the program. This legal promise can be accomplished by submitting two documents: a bank statement and an Affidavit of Support.

**Bank Statement Requirements:** Your sponsor’s bank statement must indicate a checking or savings account with the amount they have agreed to provide for you annually, at minimum. The bank statement does not need to reflect U.S. dollars but should show the equivalent in their preferred currency. The majority of financing needs to be in the form of readily available, liquid monies. A maximum of 50% of funding can be tied up in investments. Bank statements must be written in English or translated to English and dated after April 1, 2021. If you have multiple sponsors, each must submit a bank statement.

**Affidavit of Support Requirements:** Each sponsor is required to sign the Affidavit of Support (bottom of Form 2). By signing the Affidavit of Support, the sponsor is certifying that they will provide you with the funding for your first year of study and, barring unforeseen circumstances, each subsequent year of study.

**Note:** Students who already have a valid F-1 visa may support themselves financially, if they so choose. In this case, we will accept a bank statement in your own name. However, you must multiply the ‘total estimated expenses’ by the number of years of your program. For example, if you are accepted to the Bachelor of Music program, a 4-year degree, you will multiply the ‘total estimated expenses’ by 4 and need to show that amount, at minimum, in your bank account. Those in the Master of Music program will multiply by 2, as will those in the DMA program (because you will only be enrolled in coursework for the first 2 years of the program). This requirement is in place for an important reason. We must confirm that you have enough funding for the entirety of your studies. Opportunities to earn income during the academic year are extremely limited by law. Therefore, evidence of funding is required upfront. One-time grants and scholarships from your home country must be divided by the number of years of your program. Some students are awarded scholarships from Manhattan School of Music. These are generally renewable and can be used to finance your studies annually. They do not need to be divided by the number of years of your program.

Should you have questions, please send us an email at: iss@msmnyc.edu and we will be happy to address them. Below are estimated costs for the upcoming academic year.

<table>
<thead>
<tr>
<th>2021-2022 Academic Year Estimate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
</tr>
<tr>
<td>Housing</td>
</tr>
<tr>
<td>Health Insurance</td>
</tr>
<tr>
<td>Food</td>
</tr>
<tr>
<td>Books/Music</td>
</tr>
<tr>
<td>Transportation</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
<tr>
<td><strong>Total Estimated Expenses</strong></td>
</tr>
</tbody>
</table>
### Part I: Personal Information

Please enter your name below exactly as it appears on your passport.

**Family Name:**

**Given Name:**

**Middle Name:**

**Country of Birth:**

**Country of Citizenship:**

**Date of Birth:** (Month/Day/Year)

**Gender:** (as disclosed on passport)

**Email:**

**Permanent Address Outside of U.S.:**

**Street Address:**

**City:**

**District/Province:**

**Postal Code:**

**Country:**

### Part II: Academic Studies

**Do you have a Summer English Study (SES) requirement at MSM?**

**Degree:**

**Instrument/Major:** (Please check one)

### Part III: Additional Information

**Please select ALL that apply:**

- MSM is the first school I will attend in the U.S.
- I am transferring to MSM from another U.S. school: __________________________ Name of school
- I attended MSM previously and will continue a new program in the fall.
- I have been studying remotely and living outside the U.S. for 5 months or more.

**Do you already have an F-1 visa? If yes, what is the expiration date?**

**Marital Status:**

**If married, will your dependents accompany you to the United States?**

### Part IV: Dependents

Please provide information for any F-2 Dependents (Spouse and/or Child) accompanying you to the United States.

**Name:**

**Date of Birth:** (Month/Day/Year)

**Relationship to Student:**

**City & Country of Birth:**

**Country of Citizenship:**
Form 2: Certification of Finances and Affidavit of Support

Please print this form for all sponsors. If you have only one sponsor, only one form is required. If you have multiple sponsors, multiple forms are required.

<table>
<thead>
<tr>
<th>Source of Financial Support</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor</td>
<td>$ ___________________  ________________________</td>
</tr>
<tr>
<td>Manhattan School of Music</td>
<td>$ ____________________</td>
</tr>
<tr>
<td>(scholarship or award)</td>
<td></td>
</tr>
<tr>
<td>Student Savings</td>
<td>$ ____________________</td>
</tr>
<tr>
<td>Other (scholarship or award)</td>
<td>$ ____________________</td>
</tr>
<tr>
<td>Total Financial Support</td>
<td>$ ____________________</td>
</tr>
</tbody>
</table>

Amount should equal at least 74,694.00 USD

Student Applicant:

“I certify that the information listed above is true and complete. I understand that any misrepresentation may be cause for the denial of my request for Manhattan School of Music sponsored F-1 immigrant student status.”

____________________________________ ______________  ____________________________  
Student signature  Date

End of student section.

-------------------------------------------------------------------------------------------------------------------------------- --------------

To be completed by financial sponsor(s), NOT by student.

Affidavit of Support

I hereby certify that I, _________________________________, am able, willing, and promise to provide for _______________________________ Name of Student with at least $ ____________________ per year to meet their Name of Sponsor Amount in U.S. Dollars 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.

____________________________________ ______________  ____________________________  
Sponsor’s Signature  Date
# SEVIS Transfer Form

This form is for international students currently in the United States in F-1 status at an institution other than MSM.

**It should be completed before a SEVIS record is transferred.**

## Part I: Personal Information *(to be completed by the student)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Family Name:</td>
</tr>
<tr>
<td>2</td>
<td>Given Name:</td>
</tr>
<tr>
<td>3</td>
<td>Middle Name:</td>
</tr>
<tr>
<td>4</td>
<td>U.S Street Address:</td>
</tr>
<tr>
<td>5</td>
<td>City:</td>
</tr>
<tr>
<td>6</td>
<td>State:</td>
</tr>
<tr>
<td>7</td>
<td>Zip Code</td>
</tr>
<tr>
<td>8</td>
<td>Email:</td>
</tr>
<tr>
<td>9</td>
<td>Signature:</td>
</tr>
</tbody>
</table>

---

## Part II: Record Information *(to be completed by the Designated School Official at current school)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1 | To the best of your knowledge, is this student eligible for a SEVIS transfer?  
   If no, please explain:  
   Yes ☐ No ☐ |
| 2 | SEVIS I.D. # |
| 3 | SEVIS Release Date: |
| 4 | SEVIS School Code for Manhattan School of Music: **NYC214F000436000**  
   Please mail or scan this SEVIS Transfer Form to: International Student Services  
   Manhattan School of Music  
   130 Claremont Ave.  
   New York, NY 10027  
   Phone: 917-493-4460  
   Email: iss@msmny.edu |
| 5 | Name and Title: |
| 6 | Institution: |
| 7 | Phone: |
| 8 | Email: |
| 9 | Designated School Official Signature: |
| 10 | Date of Signature: |

---

End of student section.

The section below is to be completed by the international student advisor (DSO), *NOT by student.*