

The School of the International Center of Photography

Full-Time Programs:

- ICP-Bard Master of Fine Arts
- One-Year Certificate in General Studies
- One-Year Certificate in Documentary Photography and Photojournalism



HOW TO GET YOUR FORM I-20

Certificate of Eligibility for F-1 Student Status

IMPORTANT: *The information on the following pages carefully explains how to get your Form I-20. Please follow the directions completely to avoid delays in getting your I-20.*

**NOW THAT YOU ARE PLANNING
TO BE A STUDENT...
THERE ARE THREE THINGS YOU CANNOT 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 would be viewed as a "fraudulent entry" and you could be refused permission to stay longer than six months or 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. It is not true! *B visitors are prohibited by U.S. law 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. WITHOUT A VISA (Unless you are Canadian)

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

3. YOU MAY ENTER THE U.S. NO MORE THAN 30 DAYS PRIOR TO YOUR PROGRAM START DATE. DO NOT ATTEMPT TO ENTER THE U.S. BEFORE 30 DAYS OF THE PROGRAM START DATE.

WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

A Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a "bona fide" student; (2) you meet our admissions requirements; (3) you will pursue a full course of study; (4) you proved to us that you have enough money to study and live in the U.S. without working illegally or suffering from poverty.

You need a Form I-20 to obtain an F-1 student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.

DOES EVERYBODY NEED AN I-20?

NO, some international students do not need I-20's. J-1 students need a Form DS-2019 and should ask us for that application. F-2 dependents that want to study full time, must obtain an I-20 and apply for a change of status to F-1 student. 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.

THESE ARE THE RULES FOR GETTING YOUR FORM I-20

- 1) **YOU MUST BE A “BONA FIDE” STUDENT**, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY.
- 2) **YOU MUST PROVE THAT YOU CAN SUPPORT THE COSTS** OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR PROGRAM OF STUDY. U.S. LAW REQUIRES THIS.
 - **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** *On-campus employment may be available through the ICP Work/Study program which provides internships in a professional environment in exchange for a tuition reduction of \$400 per term. Off-campus employment is strictly controlled by U.S. Citizenship and Immigration Services.*
 - CAREFULLY REVIEW ICP's “*Estimated ANNUAL FINANCIAL REQUIREMENTS FOR INTERNATIONAL STUDENTS*” ON PAGE 5. THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY. *Our Certificate program is just one year long; the Advanced Photographic Studies (ICP/Bard MFA) program is two years long.*
 - **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10-20% more if possible. Too little money causes pain and distress. We insist that students and their families look closely at the costs of living and studying in the U.S. and make careful plans to be sure your needs will be met.
 - **EXPECT ANNUAL INCREASES** in tuition and living costs of approximately 10-20%.
- 3) **READ AND FOLLOW THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. YOU CANNOT COMPLETE THIS PROCESS WITHOUT FOLLOWING THEM STEP-BY-STEP.** Sometimes, we may have to ask you to give us more evidence of your financial ability - perhaps more than once. The U.S. government requires that we be absolutely sure, to the best of our ability, that you will have enough financial support to cover the full costs of your stay in the U.S.

SOURCES OF FINANCIAL SUPPORT

YOUR FINANCIAL SUPPORT CAN COME FROM ANY COMBINATION OF THE FOLLOWING SOURCES IN THE U.S. OR ABROAD.

① **FUNDS FROM “SPONSORS”** (parents, relatives, friends, organizations). You may have as many **sponsors as you need**. Sponsors may provide you with support in the form of cash and/or room and board. Free room and board is when you live with someone and don't have to pay for your room or food.

→ Warning #1

*It is highly recommended that **at least part of your financial support come from your home country.** This is important for getting your student visa!*

→ Warning #2

***A sponsor should promise only as much money as he or she is able to give you.** Some sponsors believe that the more money they promise to give 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 AS PROMISED.** A sponsor should promise only what he or she intends to give and only as much as can be afforded.*

② **PERSONAL FUNDS** that come from your own resources, not those of your relatives. 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 sufficient to support you.

DOCUMENTARY EVIDENCE REQUIREMENTS

COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE NECESSARY EVIDENCE OF FINANCIAL CAPABILITY DIRECTLY TO THE INTERNATIONAL STUDENT SERVICES OFFICE, BY MAIL OR FAX.



WE STRONGLY RECOMMEND THAT YOU DO THIS AT THE SAME TIME AS YOU ARE APPLYING TO ICP. THAT WAY, ONCE YOU ARE ACCEPTED AND YOUR \$500 DEPOSIT IS RECEIVED, YOUR FORM I-20 CAN BE ISSUED QUICKLY!

ALL DOCUMENTS YOU GIVE US MUST BE:

❶ Less than two months old.

❷ In English. (*we cannot review documents that are not in English!*)

❸ Photocopies or faxes, *not originals*. You will need the originals of all the documents you have sent us to take to the American Embassy/Consulate when we send you your I-20.

❹ **Sponsor Affidavits must be notarized**, that is, signed by the sponsor in the presence of a notary public, the notary public must sign, and the official seal of the notary public must be on the affidavit. There are notaries public at all U.S. embassies and consulates. In the U.S., most neighborhood pharmacists, lawyers and accountants are notaries. There are notaries in all countries, though the names for them may be different. There are officials licensed by the national or regional government to take sworn statements for courts of law or to witness contracts and property deeds.

EVIDENCE REQUIRED:

SPONSORS OF CASH SUPPORT:

❶ **AFFIDAVIT OF ANNUAL CASH SUPPORT.** This form may be photocopied for each sponsor. All questions must be answered. The form must be notarized.

❷ **PROOF OF INCOME.**

Individual Sponsor

- Employer's letter on letterhead stationery with most recent pay stub, *or*
- Income tax returns or receipts with most recent pay stub, *or*
- Bank statements for the last six months
- Investments
- *If self-employed:* Income estimate by a bank or private accountant.

Company Sponsor

- Submit the most recent "Profit and Loss Statement" for the company.

❸ **BANK STATEMENT in the name of the sponsor *only***, which states the date the account was opened, current balance (make sure the currency is clear), average deposits and average balances.

→ Warning #3

If there is no proof of income provided with a bank statement, the statement balance will be totaled and divided by the number of years in your program of study to determine the amount available to you for each year.

→ Warning #4

The income of a company *is not* the income of the owner of the business and will not be accepted as proof of income. You must provide an official statement of the salary paid to the owner/sponsor.

→ Warning #5

If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.

→ Warning #6

We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars.

SPONSORS OF FREE ROOM AND BOARD:

1. AFFIDAVIT OF FREE ROOM AND BOARD

2. PROOF OF INCOME (any of the following:)

- Employer's letter on letterhead stationery with most recent pay stub, or
- Income tax returns or receipts with most recent pay stub
- Investments
- *If self-employed:* Income estimate by a bank or private accountant.

3. PHOTOCOPY OF LEASE DEED, DEED, RENT RECEIPTS, PHONE BILL

→ Warning #7

If you are presently in the U.S., you must be living with the sponsor at the time of filing this application for this to be counted towards your means of support.

PERSONAL FUNDS:

BANK STATEMENT in your name, which states the date the account was opened, current balance (make sure the currency is clear), average deposits and average balances.

**2008-2009 ANNUAL FINANCIAL REQUIREMENTS
FOR INTERNATIONAL STUDENTS
(Estimated)**

ANNUAL TUITION AND SCHOOL FEES

Programs of Study	Tuition	Fees	Total
One-Year Certificate	\$27,830	\$1,500	\$29,330
ICP/Bard MFA	\$29,150	\$1,700	\$30,850

Tuition is for full-time study for an academic year. Summer school is not included. Fees include registration fee, lab fee and admission to all lectures and public programs.

ANNUAL LIVING COSTS

Average living costs for a 10-month academic year are estimated below. This is a modest, "no extras" budget. It does not include such items as telephone calls and medical insurance, for example. It is highly recommended that you bring at least 10–20% more.

HOUSING AND UTILITIES **\$11,000**

This is based on the average cost of a *shared apartment*.

FOOD **\$ 4,500**

PERSONAL ITEMS AND CLOTHING **\$ 2,700**

TRANSPORTATION **\$ 1,200**

This includes local transportation only. Travel to and from your country, or the costs of owning a car are additional expenses.

BOOKS AND PHOTO MATERIALS **\$ 2,500**

Art majors must prove they can support the *additional cost of art supplies*, estimated at \$2,000 annually.

TOTAL LIVING COSTS: **\$21,900**

TOTAL ESTIMATED EXPENSES:

One-Year Certificate: **\$51,230**

ICP-Bard MFA: **\$52,750**

INTERNATIONAL CENTER OF PHOTOGRAPHY APPLICATION FOR A FORM I-20

PART I: *Personal Information*

Name in passport:

You must attach a photocopy of your passport's identification pages to this application!

Family (Surname)

First (given)

Foreign Address _____

Number and Street

City

State

Zip Code

Country

U.S. Address _____

Number and Street

City

State

Zip Code

Date of Birth: Month _____ Day _____ Year _____

Country of Birth _____

Gender: **Male** **Female**

Country of Citizenship _____

Country of Permanent Residence _____

Telephone _____ **Fax** _____

Email _____

**Please note that your Form I-20 cannot be issued until you are accepted into the program and paid your \$500 USD deposit.*

**PART II: If you are in the United States, now, complete this section.
If, not, go on to Part III.**

What is your Immigration Status?

F-1 What is your SEVIS ID Number? _____

Circle **one** of the following that indicates what your I-20 is for:
Transferring/changing U.S. school or Reinstatement to F-1 Status

Another status. Which one? _____

Before we issue your Form I-20, please make an appointment to see Coco Lee Thuman (cthuman@icp.edu 212-857-0063).

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

Yes. Tell us how you would like to get your I-20 in Part III.

No If you are F-1, you will receive school transfer or other instructions.
If you hold another status, we must meet with you before issuing your Form I-20.

PART III: If you are NOT in the U.S. now, complete this section.

DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?

No

Yes

If yes, what was the last date of your attendance? _____

Please note:

If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "School Transfer" and need to have your record transferred to us before your Form I-20 may be issued. Please contact your international student advisor at your previous school immediately to authorize the release of your record to us.

MAIL Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box. If you need express delivery service, you should request someone in the U.S. to pick it up and send it to you. If that isn't possible, please contact our office. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.



Name

Number/Street

City

State, Zip Code

Country

HOLD FOR PICK-UP

by _____
Name Phone Email

PART IV: YOUR STATEMENT OF FINANCIAL SUPPORT



Do not complete this part unless you have carefully read all instructions!

What program will you be pursuing? _____

What are your annual estimated expenses? _____

How will you support yourself for every year of your program of study? Please check off your means of support below and indicate how much will be provided or available to you every year:

Source of my support: Annual Amount

Personal Funds.
The amount available to me from my own resources every year is
(divide by number of years in your program) _____

Cash funds from a Sponsor to be given to me every year.
Sponsor's name _____

Cash funds from a second Sponsor to be given to me every year:
Sponsor's name _____

Cash funds from a third Sponsor to be given to me every year:
Sponsor's name _____

Free Room and Board from a local sponsor with whom I will live.
Sponsor's name _____

Total amount available to me every year of study
This amount must be the same or more than your
Minimum annual costs.

The following documents are enclosed to prove my financial responsibility:

My personal documents:

- ___ Bank statement
- ___ Proof of income

Cash Sponsor's documents: I understand that all three types of documents MUST be attached.

- ___ Affidavit of Support
- ___ Proof of Income
- ___ Bank Statement

Free Room and Board Sponsor's Documents (attach all three)

- ___ Affidavit of Support
- ___ Proof of Income
- ___ Lease, deed, rent receipts
that is, proof of residence)

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SPONSOR'S AFFIDAVIT OF ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY



WHAT DOES THIS AFFIDAVIT MEAN?

By completing this 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 Outstanding College 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.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by U.S. Citizenship and Immigration and Services and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English. 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.
- Attach the documentary evidence of support explained below.
- Sign the affidavit in front of a notary public or the appropriate official in your country.

PROVE THAT YOU ARE FINANCIALLY CAPABLE OF PROVIDING THIS CASH SUPPORT FOR EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING ALL THE FOLLOWING DOCUMENTS (if all of these documents are not attached, your support will not be considered). Documents must be: ✍ Photocopies or faxes
✍ Current (less than one month old) ✍ In English, ✍ Notarized

- **PROOF OF INCOME.** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.
- **BANK STATEMENT** in your name, which states the date the account was opened, current balance in U.S. dollars, average deposits and average balances. We cannot accept statements that do not specify balances unless it is stated to be a minimum of six figures in U.S. dollars. *If another person's name appears on your bank statement, that person must complete a separate affidavit or submit a notarized statement permitting those funds to be considered as financial support for the student.*

THIS IS MY SWORN PROMISE OF CASH SUPPORT

I, _____, promise that I can and will give
My name
_____ no less than U.S. \$ _____
Full name of student
in cash (including annual cost of living increases on this amount) for EVERY YEAR of
the student's program of study at ICP.

My relationship to the student is _____.
Parent, spouse, brother/sister, friend

My address is _____

Phone _____ Fax _____ Email _____

The following persons are fully or partially dependent upon me for their support. (Do not include the student named above).

Name Relationship to me Age

Name Relationship to me Age

Name Relationship to me Age

Name of my employer _____

Annual salary _____ (USD) Other Income _____ (USD)

My proof of income and bank statements are attached: Yes No



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

Signature of Sponsor

Sworn and subscribed before me this day: _____

Signature of Notary

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SPONSOR'S AFFIDAVIT OF FREE ROOM AND BOARD AND PROOF OF FINANCIAL CAPABILITY


WHAT DOES THIS AFFIDAVIT MEAN?

By completing this affidavit, you are swearing to the U.S. government that this student will live with you free of any charge for room and food *for every year* he or she is studying and living in the U.S. (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.

Before signing it, you must understand that you are making a financial commitment to the student that should not be broken. Sponsors who fail to provide the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the Immigration Service and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English.
- Attach the documentary evidence of support as explained below.
- Sign the affidavit in front of a notary public or other licensed official in your country.

PROVE THAT YOU ARE CAPABLE OF PROVIDING THIS SUPPORT FOR *EVERY YEAR OF THE STUDENT'S PROGRAM BY ATTACHING:* (Documents must be: 
Photocopies or faxes,  *Current* (less than two months old)

- ***PROOF OF INCOME.*** This must be on your employer's business stationery, on income tax returns or receipts, or estimated by a bank or private accountant if you are self-employed. The income of a company will not be accepted as proof of income. You must provide an official statement of the salary paid to you or it must appear on tax returns.
- ***PHOTOCOPY OF YOUR DEED LEASE OR RENT RECEIPTS*** to prove that you are the person who owns or rents the property.

THIS IS MY SWORN PROMISE OF FREE ROOM AND BOARD

I, _____ *My name* promise that for each year of his or

her program of study, _____ *Full name of student*

will live free of any charge with me in my home at:

_____ *Number, Street*

_____ *Phone*

_____ *City, State*

I own rent this property.

If presently in the U.S., does the student currently live with you? _____

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 and deed or lease are attached: Yes No



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

_____ *Signature of Sponsor*

Sworn and subscribed before me this day: _____

_____ *Signature of Notary*