



International Student Frequently Asked Questions

2011

The New York Conservatory for Dramatic Arts
39 West 19th Street
New York, NY 10011
212.645.0030

Thank you to IETS.

Please first read all the FAQs and information, below, in its entirety. If you have any questions, please contact Laura Bucci in the NYCDA Admission Office at lbucci@sft.edu.

What is a Form I-20 and why do I need one?

A Form I-20 is a government document issued by The New York Conservatory for Dramatic Arts which certifies to the United States government that you are eligible for F-1 Student Status. It verifies that you have met our admission requirements, have been accepted for a full course of study, and have proven 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?

B Visitors and F-2 dependents must obtain an I-20 and apply for change of status to F-1 student to study at NYCDA. If you are maintaining another nonimmigrant status in the U.S., you do not need an I-20 and may attend school full-time. Dependent children in E,F,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.

How do I obtain my Form I-20?

These are the steps for applying for your Form I-20 from The New York Conservatory for Dramatic Arts:

1. You first must be officially accepted to NYCDA.
2. Complete and return a signed enrollment agreement with a \$750 U.S. tuition deposit to NYCDA's Admission Office.
3. Complete the attached *Application for a Form I-20* in its entirety.
4. Photocopy your passport and submit it with your *Application for a Form I-20*.
5. Prepare and submit evidence of financial eligibility to NYCDA's Office of Admission. Review the **How do I prove financial capability?** section, below.
6. If you are being sponsored by another person or organization or supported by a parent or guardian, complete the attached *Sponsor's Affidavit of Annual Cash Support and Proof of Financial Capability* form for each sponsor and/or parent and collect the supporting evidence of financial eligibility.

SUBMIT the above documents* to NYCDA's Admission Office, ATTN: Laura Bucci. (*NYCDA reserves the right to request additional documentation when necessary.)

Once these items are submitted to NYCDA, we will review them and issue the Form I-20, which will then be mailed to you. The Form I-20 is what you need to have **before** applying for your F-1 visa at your local U.S. consulate.

If you have any questions, please email Laura Bucci, International Liaison, at lbucci@sft.edu, or call her directly at 212.812.4032.

How do I prove financial capability?

U.S. law requires you to prove that you can support your costs of living and studying in the U.S. for the full program at NYCDA. Your financial documentation must cover the estimated annual costs for a minimum of one year of your program of study, and sufficient and dependable financial resources to cover any additional years of study. Please carefully review the section, below, for NYCDA's **Estimated Annual Financial Requirements for International Students**. It represents a modest average budget which does not include luxuries of any kind. We strongly recommend that you budget at least 10% more, if possible. Expect annual increases in tuition and living costs of about 7%. These costs include tuition, housing and estimations for food,

transportation and books, as well as miscellaneous fees. Your financial support can come from any combination of sources explained below and must equal the full program amount.

What financial documents are required for my Form I-20?

The documents you submit to NYCDA must be:

- less than 2 months old;
- in English;
- photocopies or faxes; you will need the originals of all the documents for your visa appointment with the American Embassy or U.S. Consulate.

Who can sponsor me?

1. You can support yourself with your own personal funds, which come only from your own income or resources. You must provide bank statements to verify fund amounts.
2. Alternatively, you may have financial sponsors such as parents, relatives, friends and organizations. A sponsor should promise only as much money as he or she is able to give you. It is highly recommended that at least part of your financial support come from your home country for purposes of visa issuance.

All sponsors must completely fill out a *Sponsor's Affidavit of Annual Cash Support and Proof of Financial Capability* form, indicating the amount of their financial support. If you have two or more sponsors, all financial contributions should total at least the full program amount as indicated in the section, **Estimated Annual Financial Requirements for International Students**.

- I. Accompanying the *Sponsor's Affidavit of Annual Cash Support and Proof of Financial Capability* should be proof of financial capability in the form of bank statements and proof of income:
 - Bank statements should be in your sponsor's name only, which states the date the account was opened, current balance, average deposits, and average balances. The statements should go back at least three months and show consistent sufficient funds. Funds must also be liquid, which means they are readily available in savings or checking accounts. If another person's name appears on the bank statement, that person must also fill out a sponsor affidavit to confirm those funds can be used as financial support.
 - To show financial capability for the second year of study, your sponsor must provide proof of income through income tax returns or receipts with most recent pay stubs. If funds for the second year of study cannot be proven through one sponsor, you will need to provide more sponsors to cover the second year.
- II. You may apply any scholarship or grants awarded by the Conservatory or outside sources to defray the program costs. Any scholarship earned from the Conservatory is deducted from your tuition fees and the amount of proven funds required is adjusted accordingly. Scholarship monies from the Conservatory cannot be applied to tuition or housing deposits.

Where can I live during my studies in the U.S.?

You have a few options:

1. Dorms - NYCDA has accommodation available for the Professional Training Programs and summer students in Brooklyn Heights, NY. There is limited availability, so reserve early!
2. Housing sponsor - You may also have a housing sponsor who is willing to accommodate you, free of charge, for the duration of studies. Sponsors must provide a *Sponsored Housing Affidavit* with all necessary information.

Sponsored housing will significantly decrease the amount of funds you are required to prove. Please see **Estimated Annual Financial Requirements for International Students** for the exact amount.

3. **Apartment** - You may find accommodation on your own; however, we recommend that if you are not familiar with New York City, you stay in our student accommodations for your first year of study.

What happens after I receive my Form I-20?

1. **Pay your SEVIS fee** - Once your I-20 application is processed, we will mail your original I-20 document to you via an expedited international service. You should receive it in 2-4 days. You will then need to pay your SEVIS fee. SEVIS is the government database of international students coming to study in the U.S. Your SEVIS fee can be paid online at <http://www.ice.gov/sevis/i901/index.htm> and is approximately \$200 USD. Make sure to print out the receipt of payment. You will need to take this, along with a printed copy of your SEVIS fee payment receipt to your Embassy appointment.
2. **Make your Embassy appointment** - After you have paid your SEVIS fee, you will need to call the U.S. Embassy immediately to make your visa appointment. You will be applying for an F-1 student visa. You MUST have the original I-20 and all supporting financial documents to take with you to the Embassy; otherwise your appointment will be cancelled. You will also need your original I-20 when entering the U.S. NOTE: Canadians DO NOT need to go to the Embassy for a visa; however, they must pay their SEVIS fee and will need to have their ORIGINAL I-20 when crossing the border. All international students must have their original I-20 stamped at the port of entry.

Can I work on an F-1 student visa?

You are not legally permitted to work outside of campus on an F-1 student visa. You are eligible to work on-campus in your second year of study; however, there are limited positions available.

What is Optional Practical Training?

Optional Practical Training, or OPT, is an opportunity for F-1 students who have completed their studies to work for up to 12 months in the U.S. in their relative field of study. You may apply for this in your final semester of study.

What if English is not my first language?

NYCDA requires TOEFL scores from students who are not native English speakers. Results must be within the past two years and sent directly to the Conservatory.

Do I need health insurance?

Yes, NYCDA requires all students to have accident and sickness insurance coverage. Coverage is available for international students for an additional fee of about \$1,200 per year. Visit www.universityhealthplans.com for information on the extent of coverage available. Please contact Joseph Maldonado in the Office of Student Affairs at jmaldonado@sft.edu for more information.

Can I travel on an F-1 student visa?

Yes- Your F-1 student visa allows you to stay and travel within the U.S. for the duration of your studies. You can stay in the U.S. up to 60 days after program completion or Optional Practical Training. If you plan to leave the country and re-enter, your F-1 visa must be valid and not expired. You MUST have your Form I-20 and passport with you when you travel.

What if I am a summer student and plan on attending the Professional Training Program?

If you are a student in the Summer Program and plan on attending our Professional Training Program, you must update your Form I-20 information by providing us with additional supporting financial documents. Once we have issued your new

Form I-20, you will need to make another Embassy appointment in your home country to extend your F-1 student visa. You can then re-enter the country. You will not need to pay the SEVIS fee again.

When do I need to make my first payment?

Fall tuition and housing charges are due NO LATER than **JULY 29, 2011**. If payment is not received by this date, students may be in jeopardy of losing their enrollment status at NYCDA and having their Form I-20 cancelled.

Now that you are planning to be a student at NYCDA, there are two things you should

NOT do!



1. **Do not enter the U.S. without a visa (unless you are a 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. NYCDA requires ALL international students (that are not exceptions) to apply for an F-1 student visa, even for the four-week Summer Program.



2. **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 “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.

Helpful Information

Contacts at NYCDA

- 1. Visa inquiries**
Laura Bucci
212.812.4032
lbucci@sft.edu
- 2. Admission inquiries**
212.645.0030
admission@sft.edu
- 3. Summer Admission inquiries**
Mark Jeter
212.812.7338
mjeter@sft.edu
- 4. Housing and Student Services**
Joseph Maldonado
646.216.2872
jmaldonado@sft.edu
- 5. Business Office**
Jeanne Chin
646.216.2866
jchin@sft.edu

Wire Transfer Info

Name: Three of Us Corporation
d/b/a: New York Conservatory for Dramatic Arts, 39 West 19th Street, New York, NY 10011
ACCT#: 7928431423
Bank Routing #: 026 013 673
Bank Swift Code: NRTHUS33
Bank Address: TD Bank, 475 Park Avenue South, New York, NY 10016
Please add \$30 USD to your wire transfer for banking fees.

Useful Websites for International Students

1. U.S. Government website - http://travel.state.gov/visa/temp/types/types_1268.html
2. Immigration inquiries - www.uscis.gov
3. International student scholarship info - http://www.usastudyguide.com/Financial_aid.htm
4. International students info - www.internationalstudent.com
5. NYCDA website - www.sft.edu
6. SEVIS fee - <http://www.ice.gov/sevis/i901/index.htm>
7. Credential evaluation services:
 - Global Credential Evaluators - www.gceus.com
 - World Education Services - www.wes.org
 - AACRAO - <http://ies.aacrao.org/>
8. NYCDA Student (and Orientation) Portal - <https://my.sft.edu>

Estimated Annual Financial Requirements for International Students

Professional Training Program*

Fall 2011

August 29, 2011 - May 9, 2012

If living in a dorm or apartment:

Tuition & Fees:	\$29,050
Room & Board:	\$17,900
Books & Supplies:	\$512
Transportation:	\$1,255
Misc.:	<u>\$2,261</u>
Total:	\$50,978

If someone is sponsoring your housing:

Tuition & Fees:	\$29,050
Books & Supplies:	\$512
Transportation:	\$1,255
Misc.:	<u>\$2,261</u>
Total:	\$33,078

*Expect annual increases of approximately 7% in expenses.

Summer Acting Training Program

Summer 2011

Summer 1: June 13, 2011 - July 8, 2011

Summer 2: July 18, 2011 - August 12, 2011

If living in a dorm or apartment:

Tuition & Fees:	\$4,950
Room & Board:	\$2,210
Books & Supplies:	\$150
Transportation:	<u>\$104</u>
Total:	\$7,414

If someone is Sponsoring your housing:

Tuition & Fees:	\$4,950
Books & Supplies:	\$150
Transportation:	<u>\$104</u>
Total:	\$5,204



2011 – 2012 ACADEMIC CALENDAR

PROFESSIONAL TRAINING PROGRAM FOR FILM AND TELEVISION PERFORMANCE 2010 – 2011

FALL 2011

August 24, 2011	Returning Students Registration / Orientation
August 29, 2011	Start of fall term (classes begin)
December 22, 2011	Last day of term

SPRING 2012

January 9, 2012	Start of Spring Term
May 9, 2012	Last day of term
May 10, 2012	Platform Year Housing Check-Out (August Start)
May 26, 2012	Director's Cut (Graduation)
May 27, 2012	Film and Television Year and Theater Year Housing Check-Out

SUMMER ACTING TRAINING PROGRAM 2011

SESSION 1

June 12, 2011	Housing Check-In and Orientation
June 13, 2011	Classes begin – Summer Session 1
July 8, 2011	Last day of Program
July 8, 2011	Graduation Cruise
July 9, 2011	Housing Check-Out

SESSION 2

July 17, 2011	Housing Check-In and Orientation
July 18, 2011	Classes begin – Summer Session 2
August 12, 2011	Last day of Program
August 12, 2011	Graduation Cruise
August 13, 2011	Housing Check-Out



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

Professional Training Program

Instructions:

1. This form must be completed by the financial sponsor and returned with your I-20 Application, along with copies of supporting documents.
2. A separate form must be used by each sponsor who is supporting the student.
3. Persons living in the U.S. who are sponsors must be U.S. citizens.
4. Only an original of this form or a certified true copy of the original may be submitted.
5. Please type or print clearly in ink.
6. This form must be signed and dated within one year of the date when the student plans on enrolling at the Conservatory. (If you are sponsoring a student for the full program amount, please indicate at least **\$50,978 per year, with a 7% increase for the following year.**)
7. If there is more than one name on the bank account, each person must sign Part III: Oath/Affirmation.

Part I: Sponsor Information

Name: _____
Family (Surname) First (Given) Middle

Relationship to Student: _____

Address in Home Country: _____

Email Address: _____ Phone Number: _____

Country of Permanent Residence: _____

Country of Current Residence if Different: _____

Annual Income in U.S. Dollars: \$ _____ Deposits In Savings in U.S. Dollars: \$ _____

Part II: Certification

I, _____, promise that I can and will give _____ no less
(Name of Sponsor) (Name of Student)
than \$ _____ USD (including annual costs of living increases in this amount) for EVERY YEAR of the student's program of study at The New York Conservatory for Dramatic Arts.

Part III: Oath/Affirmation

I acknowledge that I am aware of my responsibilities as the sponsor of the person named above. I swear or affirm that (1) I know the contents of this affidavit signed by me and (2) the statements are true and correct.

Signature of Sponsor Printed Name of Sponsor Date

Signature of Co-Sponsor Printed Name of Co-Sponsor Date



Sponsored Housing Affidavit

Part I: Sponsor Information

Name: _____
Family Name First Name Middle Initial

Email Address: _____ Phone Number: _____

Relationship to Student: _____

Address Where Student Will be Staying: _____

I own this property

I rent this property

Part II: Oath/Affirmation

I affirm that I will be sponsoring the housing of the above named student for the duration of their studies at The New York Conservatory for Dramatic Arts. I understand that as a housing sponsor I am allowing the student to live with me AT NO COST and do not expect student to pay for room and board. I will not require any type of service to be performed in exchange for this benefit. I swear or affirm that (1) I know the contents of this affidavit signed by me and (2) the statements are true and correct.

Signature of Sponsor Printed Name of Sponsor Date

In order to show that I am financially capable of providing this support for every year of the student's program, I am attaching proof of income (income tax returns or the last six months' pay stubs or bank/investment statements for the last six months) and a photocopy of my deed, lease, current rent receipts or current phone bill to prove that I am the person who owns or rents the property.

International Student Loan Information

UK Career Development Loan (CDL)

- This loan will cover up to £10,000.00 which is equivalent to about \$15,680.14 U.S. Dollars per academic year for our UK students.
- The application takes 2-3 weeks to be processed, so we urge students to start applying very early.
- The Learning Provider number is 20111.
- Students can apply via the Internet at: www.direct.gov.uk/cdl
- They can reach the bank directly at: 0800 585 505.
- Any queries a student has should be directed to the above. As Learner Provider we are not allowed to give any detailed information on the Career Development Loans to students.
- *Student must be 18 years of age or older.*

Canadian Loans

- To find out more about Canadian Loans, please visit <http://www.canlearn.ca>. For full loan information, please contact the Financial Aid Office at 888.645.0030, ext 4090

Alberta

Students are able to borrow up to \$13,300.00 in U.S. Dollars per academic year on this loan and they are not required to have a US Cosigner. Payments are deferred until the student completes his/her education. Students can apply via the Internet at: www.alis.alberta.ca/.

1. Click on: Student Finance (under the Popular Alis Link menu)
2. Click on: Online Application (orange banner)
3. Follow instructions given.

The bank may be contacted at (780) 644-1348 for further questions.

Nunavut

Students must initiate process directly by calling (877) 860-0167 or visiting www.gov.nu.ca/education.

British Columbia

Students can ONLY apply for this loan by completing a Paper Application. To request a paper application please call (800) 561-1818 or www.studentaidbc.ca.

1. Click on: Apply for Student Loan
2. Click on: How to Apply
3. Click on: Request a Paper/Hardcopy be mailed under #3

Refer to Student Aid BC Code: **MQSU**

Manitoba

Students must initiate process directly with Manitoba at (800) 204-1685 or (204) 945-2313 or by visiting www.studentaid.gov.mb.ca.

New Brunswick

Please contact (800) 667-5626 or visit www.studentaid.gnb.ca.

(continued)

Newfoundland

Please contact (888) 657-0800 or visit www.edu.gov.nf.ca/studentaid.

Northwest Territories

Students must initiate process directly by calling (800) 800-661-0793 or visiting www.nwtsfa.gov.nt.ca.

Nova Scotia

Students must initiate process directly by calling (800) 565-8420 or visiting www.studentloans.ednet.ns.ca.

Nunavut

Students must initiate process directly by calling (877) 860-0167 or visiting www.gov.nu.ca/education.

Ontario

Please contact (807) 343-7260 or visit <http://osap.gov.on.ca/>

Prince Edward Island

Please contact (902) 368-4640 or visit <http://www.studentloan.pe.ca>.

Quebec

Please contact (888) 345-4505 or visit <http://www.afe.gouv.gc.ca>.

Saskatchewan

Please contact (800) 597-8278 or visit <http://www.student-loans.sk.ca>.

Yukon

Please contact (800) 661-0408 or visit www.education.gov.yk.ca.