

THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

Tracy Inman & Melanie Person, Co-Directors, The Ailey School

JoAnne Ruggeri, Director of Admissions & Student Affairs

Primary Designated School Official

INTERNATIONAL STUDENT **HANDBOOK**

Certificate Program, Independent Study Program,
Scholarship Program

Robert Battle, Artistic Director, Alvin Ailey American Dance Theater

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www.theaileyschool.edu

**An important message from JoAnne Ruggeri,
Director of Admissions & Student Affairs
Primary Designated School Official (PDSO)**

IMPORTANT SEVIS INFORMATION!! *The names of all F-1 students have been entered into a U.S. Government data base called “SEVIS” (Student and Exchange Visitor Information System). Any and all actions taken with regard to the student’s educational objectives or immigration status must be reported to the International Student Advisor and entered into their SEVIS record, prior to the action taking place. Students must report to the International Student Advisor no later than 30 days after arriving in the U.S. or twill automatically become out of status with the United States Citizenship and Immigration Services (USCIS).*

Message to International Students: To help you understand your status and benefits in the United States, the following information has been compiled. Be aware that formal procedures must be followed to apply for most benefits. The International Student Advisor (ISA) will assist you through these procedures. Please make an appointment to see the International Student Advisor if you are contemplating making use of your F-1 Student benefits. You must be in good standing in F-1 status before making any applications for these benefits. It is a common misconception that if students are holding a valid F-1 visa, they are automatically in "status". To be considered in status, you must be holding a valid I-20, **be enrolled in a full time program of study, maintain good attendance in the school you are enrolled in, and must not engage in unauthorized (illegal) employment.**

IMPORTANT ATTENDANCE REMINDER: *Please be aware that attendance in all your scheduled classes is mandatory for maintaining F-1 Student Status. If you are absent from the school, you must follow the procedures outlined in **The Ailey School Student Handbook** to be properly excused from class. If you are excessively absent from the school, you risk being placed on probation, or being dismissed. Consequently, you will lose your F-1 student status if you are dismissed from The Ailey School.*

F-1 Duration of Status

Unlike other non-immigrant visa classifications, (such as J-1, B-1 or B-2), F-1 students are not given a specific date of expiration of authorized stay when entering the U.S. Instead, there is an expiration date (completion of studies date) on their I-20 form, based on the length of the program of study. A "grace" period of an additional 60 days is added to accommodate an extension of studies or transfer to another education institution. Financial support must be re-documented every year. Additionally, passports are stamped with the entry date and the letters **D/S**, for "duration of status". Duration of status is defined as **"the period during which a student is pursuing a full course of studies in any educational program and maintaining good attendance, and any periods of authorized practical training plus sixty days within which to depart from the United States"**. Thus, an F-1 student has authorization to remain in the U.S. indefinitely, provided they "maintain status" by complying with the following regulations:

- 1) Be enrolled full time each and every semester (see the definition of full time studies).
- 2) Not engage in unauthorized employment.
- 3) Follow the proper transfer procedures for changing schools or, changing from one educational level to another (for example, from Independent Study Program to Scholarship Program).
- 4) Follow the proper procedures to apply for Program extensions, early withdrawals, leaves of absence, and reduced course loads.

Full-time Study Requirements (for immigration purposes)

F-1 students have been admitted into the U.S. for the purpose of **pursuing a full course of study in an educational program**. If a student is not doing so, they are automatically considered to be in violation of status. The following will a student to fall out of status and put their immigration status in jeopardy:

- 1) **Failure to enroll full time in any semester**
- 2) **Failure to attend classes after registering**
- 3) **Poor attendance**

Status can only be regained through application for **REINSTATEMENT** to the USCIS. The International Student Advisor does not have the power alone to "re-instate" status. A student who has *lost status* is not eligible for immigration benefits, such as: Practical Training; on-campus employment; off-campus employment; transfer to another school of educational level; change to another immigration status; and in some cases, permission to travel with the intention of returning to studies. Eligibility for most F-1 benefits requires having maintained F-1 status for a minimum of nine consecutive months and in some cases, twelve consecutive months. If a student falls out of status, and is reinstated by USCIS, the student will not be eligible for F-1 benefits until they have accumulated another nine months consecutive status.

Full time studies at The Ailey School for USCIS purposes are defined as follows:

Independent Study Program: Be registered for and attend 12 - 15 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Certificate Program: Be registered for and attend 15 - 17 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Scholarship Program: Be registered for and attend at least 12 - 15 classes per week. Attendance in class is required. Failure to attend on a regular basis will jeopardize immigration status.

Completion of Studies

Completion of studies is defined as follows:

Certificate Program: Three years in attendance, maintaining F-1 status, and successful completion of all course requirements.

Independent Study Program: One year in attendance, maintaining F-1 status, and making satisfactory progress in all courses as determined by class evaluations and faculty advisors.

Scholarship Program: One to two years in attendance, maintaining F-1 status, and making satisfactory progress in all courses as determined by class evaluations and faculty advisors.

Exceptions to Full-time Requirement

The exceptions to the full time requirement as described above are only possible if properly documented and **approved by the International Student Advisor prior to the occurrence!** Failure to obtain authorization will result in loss of status and loss of USCIS benefits. Exceptions to full time study are as follows:

1) Leave of Absence: A student who is compelled by debilitating illness or other medical condition to interrupt a course of study is considered in status during the illness or other medical condition. The condition must be fully documented by a physician in writing, including a diagnosis and prognosis and estimated dated of return to physical activity. Leaves must be approved by the students Faculty Advisor, the Director of Admissions, and the Co-Directors of The Ailey School. The student must resume a full course of study upon recovery and must provide a recommendation from the physician that he/she is sufficiently recovered to do so.

2) Reduced Course Load: A student who is compelled by debilitating illness of other medical condition to reduce the amount of classes in a semester is considered in status during the illness or other medical condition. The condition must be fully documented by a physician in writing, including a diagnosis and prognosis and estimated dated of return to physical activity and approved by the students Faculty Advisor, the Director of Admissions, and the Co-Directors of The Ailey School. The student must resume a full course of study upon recovery and must provide a recommendation from the physician that he/she is sufficiently recovered to do so.

3) School Vacations: A student at this institution is considered to be in status when on an authorized annual vacation, during the summer if the student is eligible and intends to register for the next

semester. Students who have completed one academic year are eligible for an annual vacation during the summer and may retain F-1 status.

4) Program Extensions: Certificate students who are on an extension of their program in order to meet graduation requirements will be considered in status when taking less than a full course of study if the terms of the extension so dictate.

5) Post-completion Practical Training (OPT): Students are considered to be in status while engaged in AUTHORIZED post-completion Practical Training, whether or not they are also enrolled part or full time in this or any other institution.

Early Withdrawals, Program Extensions, Program Changes, & School Transfers

Early withdrawals, program extensions, program changes or school transfers must be discussed with the International Student Advisor at least **30 days prior to the end of the semester**. This is because there is a limited amount of time that changes can be made in SEVIS and once a deadline has passed there is no way to effect changes. It is imperative to meet with the International Student Advisor when considering any of the above! In addition, early withdrawal or failure to successfully complete the program of study will make a student ineligible for Post Completion Practical Training.

Reinstatement

Reinstatement is a procedure that allows a student to explain to the USCIS the circumstances that caused them to violate the terms of their F-1 status. Students may file an application proving that the reasons for falling out of status were “beyond their control” and it is likely that USCIS will forgive the violation and reinstate status. Students should make an appointment with the International Student Advisor if they believe they have violated status so they can be properly advised on how to rectify the situation.

The rules and procedures for getting reinstated are:

- 1) The student must be enrolled in school at the present time or be planning to enroll next semester
- 2) The student must not have a record of repeated violations
- 3) The student must not have engaged in unauthorized employment
- 4) The student must meet with the International Student Advisor to explain their situation and seek advice.
- 5) The student must file an application with USCIS which includes a clear and valid explanation of the violation of status. (Claiming that one “did not know” they were violating status is not a good enough reason! Remember that it is **the student’s responsibility** to educate themselves to the immigration rules and regulations).
- 6) The student must provide additional evidence to support their reason for violating status.
- 7) The student must obtain a new SEVIS I-20 for reinstatement purposes from the International Student Advisor.

While waiting for an application for reinstatement to be approved (or denied) a student may continue their studies but may not take advantage of any of the F-1 benefits (such as on-campus employment or Practical Training). It may 6 to 8 months before receiving an answer from immigration. Once an application has been approved, the student will have to accrue another 9 months in status before they can take advantage of your F-1 benefits.

NOTE: If a student should find themselves in a situation that cannot be solved with the help of the International Student Advisor alone, it may be necessary to seek legal assistance. The International Student Advisor can give resources on how to find reliable, reputable legal counsel. **It is not recommended to employ a lawyer unless they have been referred to by someone reputable.**

Travel & Visa Renewals

Please visit <https://www.ice.gov/sevis/travel> for FAQ's about Travel

Temporary absence from the U.S.: In order to re-enter the US after a temporary absence (five months or less), a student must have in their possession the following documents:

- 1) A valid passport
- 2) A valid US Visa stamp
- 3) A valid, properly endorsed SEVIS form I-20
- 4) Proof of payment of the SEVIS fee

Travel abroad during school vacations: When traveling abroad during the school's annual holiday or for any other reason during the duration studies, the student must have in their possession the following:

- 1) A valid passport
- 2) A valid US Visa stamp
- 3) A valid SEVIS form I-20 with a signature to endorse travel by the International Student Advisor
- 4) Proof of payment of the SEVIS fee

Visa Renewals: If the U.S. Visa stamp has expired, it will only be necessary to obtain a new one if a student decides to leave the US. In order to obtain a new entry Visa, the following documents must be submitted to the US Consular Officer abroad:

- 1) A valid passport
- 2) A current photograph
- 3) An entirely new SEVIS I-20
- 4) Proof of payment of the SEVIS fee
- 5) Proof of financial strength to continue your studies in the US

NOTE: When re-entering the US from Canada, a valid Visa stamp is not necessary. To re-enter from Canada, an F-1 student needs only need their passport, your computer-generated I-94 card, and a properly endorsed, valid SEVIS form I-20 **which has been signed by the International Student Advisor during the current semester.**

IMPORTANT: As a general rule, students are not allowed to renew their visa in any country other than their own. Should a student advertently travel to a country other without a valid re-entry visa, they may have difficulty convincing the Consular Officer that there was a legitimate reason for doing so. The

student may have to provide more evidence of their eligibility for the Visa than they did in their home country. The Consular Officer reserves the right to deny a Visa, resulting in a student being "stuck" in the other country and have to return home and start over. Students should make a note of when their entry Visa expires as soon as it is issued and plan ahead for renewing it, should that become necessary. A student should always consult the International Student Advisor if their entry has expired or if expiration is imminent.

Employment

There is a common misconception that a student holding a valid I-20 form is automatically authorized to accept employment in the United States. **This is untrue!** Any employment that is accepted by an F-1 student **without official USCIS authorization is illegal and should be avoided.** A full time F-1 student in status and in good academic standing may be eligible for several types of employment: on campus employment; and off-campus employment through Optional Practical Training or Employment Based on Economic Hardship. If a student is authorized to accept employment, they must see the International Student Advisor for information about applying for a U.S. Social Security Card.

On Campus Employment:

On-campus employment means employment performed on the school's premises. This includes working for the school itself, or for any other component of Alvin Ailey Dance Foundation that is located on the premises (such as the Ailey Boutique, Ailey Extension Desk, 2nd floor reception, or as a Junior Division teaching assistant) or off the premises (such as City Center during the Alvin Ailey American Dance Theater's annual performance season). These types of employment opportunities are rare, but if a student is offered employment by any department within the Alvin Ailey Dance Foundation, they must seek approval from the International Student Advisor prior to commencing the on-campus employment. On-campus employment is limited to 20 hours per week while school is in session and must not interfere with full time studies. During school vacations, employment may be increases to 40 hours per week, provided the student intends to register for the next semester.

Practical Training

F-1 students are eligible to make a formal request to USCIS to engage in authorized employment called 'Practical training'. There are two types of Practical Training: Curricular Practical Training and Optional Practical Training.

Optional Practical Training:

Optional Practical Training defined as **"employment that is directly related to your field of study."** For students enrolled in a full time program at The Ailey School, employment **"must be in the field of dance or in some related arts occupation. It cannot be used for any other type of employment."** Students may engage in Practical training while still pursuing (part-time Optional Practical Training) their course of study or after they have successfully completed* their course of study (Post Completion Practical Training).

A student may engage in Optional Practical Training either part time (no more than 20 hours per week) while school is in session or full time during annual vacations or after the successful

completion* of the course of study. A total of 12 months** Optional Practical training is allowable. In order to be eligible for part-time Optional Practical Training, an F-1 student **must be enrolled and in status for one academic year (nine months)**. In order to be eligible for full-time Post Completion Optional Practical Training, an F-1 student **must successfully complete their program of study**.

Curricular Practical training:

Curricular Practical Training is defined as employment that is a required component of the programs curriculum. It can be employment that is pursuant to a scholarship or assistantship and is performed simultaneously with your course of study or employment that is considered to be an *integral part* of your academic program (such as the Certificate Program Student Performance Group, or the Scholarship Program Threshold Level). Curricular Practical Training may be performed in a location other than the school's premises which is educationally related to the school (such as City Center Theater), and need not be limited to 20 hours per week. A student may engage in a total of 12 months* of full time Curricular Practical training, or unlimited part time curricular practical training. However, if a student engages in more than 12 months* full time Curricular Practical Training they will no longer be eligible to engage in Post Completion Practical Training. An F-1 student **must be enrolled and in status for one academic year (nine months)** before they are eligible for Curricular Practical Training, and must request authorization from the International Student Advisor.

Post Completion OPT Rules and Procedures

Successful Completion is defined as follows: At The Ailey School, a completed course of study is defined as ONE ACADEMIC YEAR and passing 100% of courses in the Independent Study Program; a minimum of ONE ACADEMIC YEAR and passing 100% of courses in the Scholarship Program; and THREE ACADEMIC YEARS successful completion of all program requirements in the Certificate Program.

Reasons for ineligibility for OPT:

- * An early withdrawal or dismissal from school
- * Failing a course in the final year of study in the Certificate, Independent Study or Scholarship Programs
- * Excessive absences
- * Working outside of the school without the proper authorization

Practical Training is calculated as follows:

Part-time practical training, 20 hours or less per week, shall be deducted from the available 12-month limit at half the rate. For example, 6 months of part time Practical Training will deduct only 3 months from the total 12 month allowance. Part-time optional practical training may be utilized at any time during the student's enrollment in school in this country. Full-time, post-completion practical training must be completed within a 14-month period following a completed course of study. A student may engage in another 12 month period of post completion practical training if they successfully complete another program at a different educational level at another dance institution.

Procedure to request recommendation for post-completion practical training: The student must receive confirmation from their Faculty Advisor at their final evaluation meeting that they have successfully completed their course of study. They may then make an appointment with the Director of Admissions to obtain the necessary forms. They must submit their application to the USCIS PRIOR TO THE COMPLETION of their course of study or within the 60 day grace period. Once the last day of the grace period has passed a student is no longer eligible for Post Completion Practical Training and will have to either, leave the United States, request a change of visa status from USCIS, or follow the procedures to transfer and enroll in another school. **There are no exceptions!** If a student wishes to partake in full-time optional practical training before the completion of their course of study, they must have been in F-1 status and enrolled in a full-time program for a consecutive 9 month period. Procedures for applying for any programs should be discussed with the International Student Advisor. In certain instances, a fee will be charged for filling with the USCIS offices.

Traveling while OPT is pending: Students who plan to apply for Post Completion OPT are not advised to travel out of the U.S. once they have submitted their application for OPT. All graduating students should plan to remain in the U.S. after they complete their program and until their OPT application has been approved. If a student travels out of the country after they graduate, they cannot return to the U.S. and then apply for OPT. You must apply for OPT after you have successfully completed your program while you are in the U.S.

For further information on travelling on an F-1 visa during, and after, your studies please visit <https://www.ice.gov/sevis/travel>

Working on OPT: Students may pursue any dance-related, performance-related, or fitness-related employment on OPT. This means performance, choreographing, teaching, modeling, production work with a theater or dance company, working in a theater or dancewear store, administrative work in a dance school or other dance-related company, teaching Pilates, Gryotonic, or yoga, etc. It is NOT for working in a restaurant, bar, etc.

Economic Hardship Employment:

If employment cannot be found on-campus, F-1 students are eligible for off campus work authorization caused by **unforeseen circumstances** that prevent the student from meeting their financial responsibilities. Only the USCIS can make the determination if the circumstances merit employment authorization. Circumstances must be **severe** and have been **truly unforeseen** in order to receive a positive response from USCIS. Affidavits, letters and any supporting materials must accompany this application to prove severe financial distress. A detailed personal statement, which fully describes the circumstances which necessitates this need for employment, should be submitted along with a complete budget of annual expenses and a list of sources of financial support. An F-1 student **must be enrolled and in status for one academic year (nine months)** before they are eligible to apply for Economic Hardship work authorization from the USCIS.

NOTE: Employment authorization under any of the above categories does not guarantee employment. Authorization is valid only for the period it has been approved for regardless of whether the student has found employment or not!

Administrative Academic Procedures

Because the records of all full-time International students at The Ailey School are maintained in the Department of Homeland Security's (DHS) government database, the International Student Advisor is required by the DHS to report on all international student issues including, but not limited to schedule changes, program changes, employment history, and attendance. Faculty advisors and staff must inform the ISA of the following issues as soon as they occur:

Change in a student's schedule – see *Faculty Advisor first*

If it becomes necessary to take fewer than 12 classes per week for any reason, the student must see their Faculty Advisor to make a change in their schedule, and then inform the International Student Advisor (ISA). For immigration purposes, a student is no longer pursuing a “full course of study” and will be considered out of status unless the change in their schedule has been recorded in the Student and Exchange Visitor Information System (SEVIS) by the ISA.

Leaves of Absence / Withdrawals /Dismissals – see *Faculty Advisor first*

An absence of longer than one week must be formally requested and reported to the ISA. If a student plans to take a leave of absence for one semester or more (a medical or person leave) or if they are dismissed from The Ailey School, they must see their Faculty Advisor to fill out the appropriate paperwork and let the ISA know of their plans **prior** to the leave of absence. A student should not “drop out” of The Ailey School without filling out the proper paperwork or they will jeopardize their F-1 status and may need to leave the U.S. in order to regain legal status again.

School Transfers – see *the International Student Advisor first*

If planning to transfer to another school, the Faculty Advisor and the ISA must be informed immediately. The student will need to obtain a Transfer I-20 from the new school and it is not possible to do this without The Ailey School ISA's assistance.

Excessive Absences / Probation – see *Faculty Advisor first*

If a student has unexcused absences for several days, they will be contacted by their Faculty Advisor. The student must make an appointment with their Faculty Advisor to discuss the absences or they risk being placed on probation and be considered out of status.

On-Campus Employment – see *the International Student Advisor first*

Occasionally, work opportunities arise on campus and the ISA tries to give international students priority. If an opportunity arrives for on-campus jobs, the student must let the ISA know as soon as possible so she can assist them in obtaining a social security number.

Off-Campus Employment – see *the International Student Advisor first*

International students must be authorized by the U.S. Citizenship and Immigration Service to begin all paid and unpaid employment outside of The Ailey School campus. This includes participation in outside workshops with a company or choreographer, part-time or full-time employment in a dance company, paid commercials, television, film and theater positions. Before commencing employment of any kind, the ISA must be informed. Working without the proper authorization is a violation of F-1

student status and can have serious ramifications. A student seriously jeopardizes their status by accepting unauthorized, outside employment.

Change of Program – see *Faculty Advisor first*

When a change of program is desired the student must meet with their Faculty Advisor to discuss it. Students must complete the program they are currently enrolled in, and then audition for acceptance to the new program. Once accepted, the student must let the ISA know PRIOR to making the change official. The ISA must sign off on the Change of Status form and then issue a new I-20 indicating the new program.

Personal issues

If a student is experiencing personal problems such as legal troubles, an unsafe living situation or domestic violence, problems with housing or finances, etc., they may discuss them with someone at The Ailey School. The Faculty Advisors, School Co-Directors, and the ISA are available to discuss these issues with and anything discussed will be kept in *strictest confidence*. Students should feel free to discuss personal issues with whomever they feel most comfortable doing so with, and be assured that whatever is discussed will remain confidential.

Responsibilities of F-1 Students

As an F-1 international student it is **THE STUDENT'S RESPONSIBILITY** to comply with all existing U.S. government rules and regulations as they apply to them. These regulations, which are determined by the U.S. Citizenship and Immigration Services (USCIS) are continually amended and changed. It is the student's responsibility to attend all mandatory International Student Meetings so that they can be informed of any changes. Students may access the immigration web site and familiarize themselves with the regulations, which can be found at uscis.gov

F-1 international students must:

1. Maintain a valid passport at all times
2. Inform the International Student Advisor of any plans to withdraw from The Ailey School or transfer to another F1 school.
3. MAINTAIN EXCELLENT ATTENDANCE at The Ailey School. As an F1 student, students are required to “*pursue a full course of study and make normal progress towards completion of the program*” (be enrolled in at least 12 classes each term).
4. Notify the International Student Advisor if it is necessary to reduce a course load due to illness or injury, or take a temporary Leave of Absence from school (be absent from school for more than two weeks).
5. Notify the Registrar and the International Student Advisor of a change in address within 10 days of the change
6. Refrain from working off-campus without authorization from USCIS to do so (ie; Curricular Practical Training/CPT or Optional Practical Training/OPT). Students may, however, work on-

campus (*if available* within the Ailey organization) for up to 20 hours per week while school is in session and full time during the summer and other school breaks.

7. Exit the U.S. after your 60 day grace period has expired. After the 60 day grace period has passed, a student will be considered illegally present (out of status) in the U.S. and will be unable to transfer to another school or change visa status unless reinstatement is requested. *During the grace period, it is allowable to do the following: travel within the U.S.; change to another F-1 school; apply for Post Completion Practical Training; request a change of visa status with the Department of Homeland Security USCIS.*
8. Inform the International Student Advisor of intentions to apply for Post Completion Practical Training at least 45 days prior to the completion studies (*end of the final semester*).
9. Get an updated signature from the International Student Advisor, or another Designated School Official at least once a year before traveling outside of the U.S.

Designated School Officials at The Ailey School are JoAnne Ruggeri, Director of Admissions & Student Affairs; and Jim Paulson, Business Manager. Either of these people can authorize an I-20 for travel purposes.

Failure to comply with these regulations will result in the loss of F-1 status and make A student ineligible to apply for any type of work authorization (ie: Practical Training or on-campus employment). In the event that an F-1 student falls out of status, they may be able to regain status by either requesting “reinstatement” from USCIS or by traveling to their home country and re-entering at a later date with the proper documentation and visa.

Because all changes must take place within the SEVIS system, delays may occur. Students should always plan ahead when considering any changes in their course of studies. Students must submit any requests in a timely fashion to the International Student Advisor and be aware that failure to do so may cause unexpected delays and result in loss of status.

Definitions of Important Terms

SEVIS

Stands for: Student and Exchange Visitor Information System. This is the immigration department computer data-base and all information pertaining to the student and their studies in the U.S. are entered into this system. A student must inform the International Student Advisor of any changes in their educational objectives at all times.

I-20 Certificate of Eligibility for F-1 Non-immigrant Student Status

The I-20 is the “application” for a student visa. This is the form that certifies to the U.S. Consulate that a student has proven their intentions and financial ability to attend The Ailey School. It is a “contract” between the student and the U.S. and states that a student is allowed to remain in the U.S. as long as they wish, providing they remain a FULL-TIME STUDENT. This is the most important document an F-1 student has. It is not possible to travel, work, or change programs/schools without a valid I-20.

VISA - The visa is essentially the “key” to the U.S. A student must have a valid visa if they wish to enter the U.S. from another country. It does not matter if a visa expires **WHILE A STUDENT IS INSIDE THE U.S.** It only matters if once a student travels outside of the U.S. and wishes to get back in.

F-1 - The type of visa classification an international student holds. This visa classification is for those who wish to study full-time at a U.S. institution. It is not for any other purpose!

In-Status (or 'Maintaining Status')

A term used to describe that you are faithfully pursuing a full course of study, abiding by all F-1 regulations, and are in the U.S. legally.

***OPT** - Stands for "Optional Practical Training". This is a specific type of work authorization available to international students. Students may work full time after they have successfully completed their program of study, or part-time after one year in attendance in a full-time program.

***CPT** - Stands for "Curricular Practical Training". This is a specific type of work authorization available only to students whose program **requires** them to work, ie: third year Certificate Students who are part of the Student Performance Group (SPG); Scholarship Program students in the Threshold Level.

***NOTE:** *students who have violated their F-1 status by not adhering to their responsibilities as outlined in their student contract will forfeit their ability to apply for any type of practical training. This means being excessively absent from class, working illegally, or not following the proper procedures for applying for Practical Training.*

Resource Section

Social Security Numbers

Social Security numbers can only be obtained ONLY by F-1 students who are on **Practical Training or who are employed in On-Campus Employment**. Unfortunately, they may not be obtained by F-1 student for purposes of identification only (i.e.: opening a bank account, obtaining a cellular phone, etc.). **A social security number does not automatically authorize a student to accept employment.** Social security numbers may be obtained at any Social Security Office. A list of social security office locations can be found in this handbook. Students must bring a letter from the International Student Advisor confirming that they will be engaging in authorized employment, their passport, I-20 form and Ailey School student registration card.

Bank Accounts

Students may open bank accounts during their stay in the United States. Most banks charge large fees and some will not open an account unless the amount deposited is over a certain amount. **Chase Bank** and **Citibank** offer student accounts with little or no fees. Bring an I-20, passport, social security card, and a letter from the International Student Advisor.

Additional Helpful Resources

NEW YORK CITY INFORMATION

A detailed [Guide to New York City](#) is available as a download on the Incoming Students Page of The Ailey School website.

List of foreign consulates in New York

www.embassy.org

New York recreation & entertainment

www.timeoutny.com

www.nycvisit.com

www.flavorpill.com

FINANCIAL RESOURCES

www.fdn.center.org- The Foundation Center

www.iefaf.org - International Education Financial Aid

www.fulbright.org - Fulbright Scholarships

www.internationalstudent.com - lots of helpful links to other sites

www.edupass.org

www.finaid.org

www.estudentloan.com

INTERNATIONAL EDUCATION

www.ciee.org Council on International Education Exchange

www.iie.org Institute of International Education

INTERNATIONAL RESOURCES

<https://studyinthestates.dhs.gov/> - Study in the States

<https://www.facebook.com/StudyintheStates?fref=nf> – Study in the States on Facebook

Travelling on an F1 Visa <https://www.ice.gov/sevis/travel>

Employment on an F1 Visa <https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment>

TAXES

<http://www.internationalstudent.com/tax/> - A helpful resources site for international students

<http://www.irs.gov/uac/Free-File-Do-Your-Federal-Taxes-for-Free> The Internal Revenue Service website.

<http://www.hrblock.com> - H & R Block Accounting offices are located throughout the city and online

www.turbotax.com - Turbo Tax. Online service for a fee

<http://blog.sprintax.com/guidelines/> - International student tax service

<https://www.sprintax.com/> International student tax service

DANCE RELATED SITES

www.theaileyschool.edu – Official site for *The Ailey School*. Visit the Current Student page for resources.

www.alvinailey.org Official site of the *Ailey Organization*

www.dancemagazine.com *Dance Magazine* site containing good resource listing.

www.danceusa.com – International listings of dance jobs, auditions, internships, training opportunities, and more.

www.dancenyc.org – A local resource for job opportunities, training, festival listings, performances, and more.

www.danceart.com

GOVERNMENT SITES

www.students.gov

www.ed.gov

www.embassy.org - links to consular sites

www.state.gov - U.S. State Department

www.uscis.gov/portal/site/uscis - U.S. Citizen and Immigration Service

Health Insurance Resources

An online source for quick and easy health insurance- International Travel Insurance

www.healthinsurancefinders.com

All Aboard Benefits www.allaboardbenefits.com

Phone: 1-800-462-2322 / (214) 821-6677 / Fax: (214) 821-6676 / info@allaboardbenefits.com

The Harbor Group www.hginsurance.com

Phone: 1-800-252-8160 / (937) 748-5200 / Fax: (937)748-5208 / info@hginsurance.com

International Educational Exchange Services (IIES) www.foreignsure.com

Phone: (866)-433-7462 / (607) 272-2707 / passport@foreignsure.com

Seven Corners, Inc. www.sevencorners.com

Phone: 1-800-335-0611 / (317) 575-2652 / Fax: (317) 575-2659

Wallach & Company Inc. www.wallach.com

Phone: 1-800-237-6615 / (540) 687-3166 / Fax: (540) 687-3172 / info@wallach.com

Gateway Plans www.gatewayplans.com

Phone: 1-800-282-4495 / (202) 367-5097 / Fax: (202) 367-5076 / Gateway.dc@seabury.com

HTH Worldwide Insurance Services www.hthworldwide.com

Phone: 1-800-242-4178 / (703) 322-1636 / Fax: (703) 322-1515 / mail@highwaytohealth.com

The International Student Organization in America (ISOA) <http://www.isoa.org>

250 West 49 St., Suite 806 / New York, NY 10019 / Phone: 1-800-244-1180 / Fax: (212) 262-8920 / mailbox@isoa.org /

US NetCare www.usnetcare.com

250 West 49th St Suite 806 / New York, NY 10019 / Phone (800) 453-8648 / Fax (212) 262-8920

International SOS Assistance, Inc. www.internationalsos.com

Phone: (215) 942-8000 / (800) 523-8930 / Fax: (215) 244-2227

Travel Insurance Services www.travelinsure.com

Phone: 1-800-937-1387 / (925) 932-1387 / Fax: (925) 932-0442 / webinfo@travelinsure.com

Cultural Insurance Services International www.culturalinsurance.com

Phone (800) 303-8120

Meridian Management Group, LLC www.studenthealthenvoy.com

Phone (800) 753-1000

MultiNational Underwriters www.mnui.com
Phone (800) 605-2282 / Fax (317) 221-8021

Compass Benefits Group www.compassbenefits.com
Phone (800) 767-0169 / Fax (781) 356-6353

CMI Insurance Specialists
Phone (800) 677-7887 / Fax (410) 583-8244 / www.cmi-insurance.com

United Healthcare Student Resources www.UHCSR.com
Phone (800) 237-0903 / Fax (727) 570-9161

International Health Insurance <http://www.ihl.com>
Phone: (305) 445-9766 / Fax: (305) 445-9685 / wu@ihl.com

NADAP – NY State Official Health Plan Marketplace

The NADAP representative will assist students in finding affordable insurance through the Affordable Care Act (Obamacare) and will also help determine if the student is eligible for government assistance (Medicaid).

Students may contact our representative for a free consultation and assistance.

Emily Wu, Benefits Navigator. 355 Lexington Ave, 2nd Fl., New York, NY 10017

Tel: 212-986-1170 x245 / Cell: 646-369-5217

Dancewear Suppliers

The Ailey Boutique
405 West 55th Street
Tel: 212-405-9101

Nearest Subway station and train number
1, 9, A, B, C, D to 59th St./Columbus Circle

Sansha USA Inc.
1717 Broadway (54th and 55th Sts)
Tel: 212-956-6212

1, 9, A, B, C, D to 59th St./Columbus Circle

Freed of London
922 7th Avenue
Tel: 212-489-1055

1, 9, A, B, C, D to 59th St./Columbus Circle

Capezio Dancewear
650 Broadway on 51st Street
Tel: 212-245-2130

1, 9 to 50th Street

Capezio 57th Street
Tel: 212-245-2130

1, 9, A, B, C, D to 59th St./Columbus Circle

Capezio East
136 East 61st St @ Lexington Ave
Tel: 212-758-8833

N, R, 4, 5, 6, to 59th St and Lexington Ave

The Ballet Company
1887 Broadway (b/w 62nd & 63rd St)
Tel: 212-246-6893

1, 9, A, B, C, D to 59th St./Columbus Circle

Gaynor Minden - Pointe shoes and ballet shoes
140 West 16th St
Tel: 212-929-0087

1, 9 to 18th St and 7th Ave

Steps on Broadway
2121 Broadway @ 74th Street
Tel: 212-874-2410

1, 2, 3, 9 to 72nd St and 7th Ave

Broadway Dance Center Shop
221 West 67th St, (5th Floor)
Tel: 212-977-2202

N, R, S to 57th St and 5th Ave

Student Travel Discounts

STA Travel

30 Third Ave (corner of East 9th Street)
New York, NY, 10003
Ph: 212-473-6100
e-mail: EVG@statravel.com
www.statravel.com

2871 Broadway (b/w 111th St. and 112th St.)
New York, NY 10025
Ph: 212-865-2700
e-mail: bdw@statravel.com
www.statravel.com