

# THE AILEY SCHOOL

OFFICIAL SCHOOL OF ALVIN AILEY AMERICAN DANCE THEATER

## **Please read the following information carefully.**

An I-20 Certificate of Eligibility for F-1 Non-immigrant Student Status is an application for a student visa. An I-20 alone does not authorize entry to the U.S. The U.S. Consulate reserves the right to deny a student's application for a visa should they be unable to prove their intention to return to their country of origin after the completion of their studies, OR if their financial documentation is insufficient.

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### **In brief, the following are the procedures for enrolling as an international student:**

- 1. STUDENT VISA:** You will need an F-1 Student Visa to study full-time in the U.S.A. In order to be eligible for an F-1 visa you must document that you have enough funding to cover your tuition and living expenses for the first year of study – **between \$25,000 and \$36,000**, depending on which program you enroll in. We recommend that you submit financial documentation and a photocopy of the identification of your passport to the Admissions Office as early as possible. You may submit this even before you have been accepted.
- 2. HEALTH FORM:** The Ailey School requires an annual medical physical and a doctor's signature on our official Health Form.
- 3. HEALTH INSURANCE:** All students must document that they have Medical Insurance for the entire duration of their studies. Be prepared to submit proof of insurance to the Admissions Office upon your acceptance.
- 4. HOUSING:** We recommend you begin looking for housing as soon as possible. The Ailey School offers limited subsidized housing for the academic year and can also provide a list of alternate housing resources.
- 5. TUITION AND FEES:** The Fall tuition and fees are due in full by July. Please be prepared to submit the full tuition by the final payment deadline.

# International Student Visa Procedures

## **WHO IS ELIGIBLE FOR AN I-20?:**

As required by the **United States Citizenship and Immigration Services (USCIS)** all ACCEPTED international students must document that they have sufficient financial means to provide for themselves during the entire duration of their studies. International students on F-1 visa status are **not legally allowed to work** in the United States, so it is absolutely imperative that students have the funds to cover RENT, TUITION, and LIVING EXPENSES while living in New York.

I-20's are issued only after the student has been notified of their acceptance and all required documents have been submitted.

## **WHAT DOCUMENTATION IS REQUIRED?:**

1. Applicants must document that they have sufficient funds to cover their **first year of study** and provide supplementary proof that funding for the **second and third years** are forthcoming (i.e.; proof of family income/employment, annual income tax return, official loan or grant award letter, etc.) **ALL FINANCIAL DOCUMENTATION MUST BE IN ENGLISH AND REFLECT THE U.S. DOLLAR EQUIVALENT. Documents in any language other than English will not be accepted.**
2. Applicants must submit a photocopy of the identification page of your passport.
3. Applicants must submit the attached Declaration of Finances explaining the content of their financial documents.

**DEADLINES:** After notification of your acceptance to The Ailey School, applicants may submit their financial documentation **by April 1 (or sooner)** for enrollment beginning in the summer term and **May 1 (or sooner)** for enrollment beginning in the fall term. These deadlines should leave sufficient time for applicants to receive an I-20 and make an appointment at the U.S. consulate.

## **Acceptable financial documentation may include any of the following:**

**A) Official Bank Statement or Bank Letter:** A bank letter must indicate the minimum amount indicated in the financial chart on the last page of this document. The amount may be indicated in U.S. dollars or in foreign currency with verification from the bank of the currency conversion rate. The letter must be in English (or accompanied by an official translation), must be on official bank letterhead and must clearly state the dollar value of the account.

For example: "Mr. George Smith is maintaining a bank account with us with a balance currently exceeding \$XX,XXX.00." The statement must be in the name of the applicant (you), a parent or a sponsor.

If the bank letter is in a sponsor's name (someone who is not an immediate family member), it must be accompanied by a sworn Affidavit of Support (available from The Ailey School Admissions Office). An affidavit of support specifies the type and the amount of support being pledged and the length of time that support would continue.

**B) Official Scholarship Award, Grant, or Loan letter:** If the applicant is receiving a government or institutional scholarship, grant or loan, please submit the award letter. *The award letter must state the amount and duration of the scholarship, grant or loan and must specify if the funds are renewable on an annual basis. It must be written in English.* If the award does not cover the total cost of tuition, fees and living expenses, additional financial document must be included (as indicated above).

**C) Official proof of income or employment of family member:** Applicants who are being funded by their families must also provide the one of the following: A letter from an employer, a paycheck stub, or an annual income tax return proving that they are gainfully employed and will be able to provide for the students tuition and living expenses for the second and third years of study.

## **HOW MUCH ESTIMATED FUNDS ARE REQUIRED FOR ISSUANCE OF I-20 FORM?**

The following chart indicates the approximate current costs of studying and living in New York. Applicants should take into consideration that living expenses and tuition increase every year when planning their budget. \* Minimum cost of living amounts are estimated and may vary.

### **ACADEMIC YEAR**

**Students must document the amounts show in the last column in order to obtain an I-20**

<i>Programs / length of study</i>	<i>Tuition &amp; fees</i>	<i>Estimated living expenses*</i>	<i>Total for one academic year (9 months)</i>
Scholarship Program ‡	\$1410 +	\$23,319	<b>\$24,729</b>
Scholarship Program (summer only)	\$ 430 +	\$ 4,000	<b>\$ 4,430</b>
3-year Certificate +	\$14,590 +	\$23,319	<b>\$37,909</b>
1-year Independent Study	\$12,340 +	\$23,319	<b>\$35,659</b>

+Students attending the Certificate Program should multiply the Total Costs by three to determine the full cost of attendance.

‡ Students who plan to audition for a second year in the Scholarship Program should double the Total Costs to determine the full cost of attendance.

### **Breakdown of estimated Cost of Living Expenses for a total of 9 months (one academic year).**

<b>Miscellaneous expenses</b>	<b>Category description</b>	<b>9 months (academic year)*</b>
Rent		\$9000
Food		4630
Local Transportation+	Monthly Metrocard cost	1089
Utilities	Cooking gas, heating, electric, & internet connection	600
Telephone	Cell phone usage	600
Entertainment	Movies, dance performances, etc.	600
Personal expenses	Toiletries, laundry, etc.	700
Clothing	Including dancewear	800
Medical & dental	Including health insurance costs	2300
Household furnishings	Basic living essentials for a room in an apartment	1000
Long distance travel	International airfare	1600
Household goods	Cleaning products, kitchen utensils, etc.	400
<b>TOTAL</b>		<b>\$23,319</b>

**SUMMER TERM:** The following chart indicates the additional cost of living a student should expect to incur if they plan to remain in New York during their annual summer vacation.

<b>Expenses</b>	<b>3 months</b>
Rent & Utilities	\$3,000
Food/Meals	\$1,463
Local Transportation+	\$336
Personal expenses	\$250
Activities	\$200
Miscellaneous	\$200
<b>TOTALS</b>	<b>\$5,449</b>

+**Transportation** estimates reflect mass transit fares to and from The Ailey School on school days only. Additional transit fares may be incurred for travel by mass transit around the city on weekends or additional weekday travel.

**AFTER RECEIVING MY I-20, HOW DO I APPLY FOR AN F-1 STUDENT VISA?\***

**SEVIS fee:** Upon receipt of their I-20, applicants will receive instructions on how to proceed with making an appointment at the U.S. Consulate in for your visa interview, as well as information on paying the required **SEVIS** fee to the Department of Homeland Security (DHS).

**Visa application and interview:** Applicants may apply for a visa up to 90 days in advance of the program start date, but the Consulate will not issue the visa until 30 days prior to the program start date. The entire process can take up to three months from the time an applicant submits documents to the school so it is advisable to contact the consulate and inquire about their procedures for interviewing prospective F-1 students.

**\*NOTE TO CANADIAN NATIONALS:** *Please note that as of this writing, it is not necessary for Canadian Nationals to obtain an F-1 VISA from the U. S. Consulate to enter the U.S. However, Canadians still must obtain an I-20 and pay the required SEVIS fee so they can enter the U.S. in the proper visa status. At the Port of Entry, students must present their I-20 and the items listed above to the Customs Official for on-site processing.*

**WHEN SHOULD I MAKE MY TRAVEL ARRANGEMENTS TO THE U.S.A.?:**

Accepted students are strongly advised to **NOT purchase plane tickets or make non-refundable travel arrangements until they have received an I-20 Certificate of Eligibility and all the necessary papers are in order!!** Students should allow at least 2 to 4 weeks processing time once they have submitted financial documentation to the International Student Advisor. Students who wish to have important documents delivered to them via Express Mail must send an additional \$50.00 in advance, made payable to **THE AILEY SCHOOL** in U.S. dollars, by money order only.

*(We DO advise that you secure your housing arrangements as early as possible because you can always change them should you decide not to come or if you are not accepted to The Ailey School).*

**CONTACT PERSON:**

JoAnne Ruggeri, The Ailey School Director of Admissions, is available to help you through the process of obtaining an I-20 and applying for your student visa. Please contact Ms. Ruggeri any with questions regarding the visa process at [admissions@alvinailey.org](mailto:admissions@alvinailey.org)

We look forward to welcoming you to our community soon!

# THE AILEY SCHOOL

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## Declaration of Finances

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

**PLEASE NOTE; The information you provide on this form will be entered into SEVIS, a U.S. government database. Therefore, all contact information must be the student's info, NOT THE PARENT.**

### 1) Personal Information:

Name: \_\_\_\_\_  
(Family name) (First name) (Middle name)

Sex:  Female  Male

City and Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Month / Day / Year):

**STUDENT'S** Email: \_\_\_\_\_ **STUDENT'S** Phone: \_\_\_\_\_  
(Country code, city code, & phone number)

### 3) Program you plan to enroll in:

- Certificate Program  Independent Study Program  
 Scholarship Program (Academic year only)  Scholarship Program (Summer & Academic year)

### 2) Current Visa Status (for those students who currently live in the U.S.)

Are you currently in the U.S.?  No  Yes

• If 'Yes', are you currently a student in the U.S. in F visa status?:

a. Name of U.S. school: \_\_\_\_\_

b. End date of current I-20: (mm/dd/yyyy): \_\_\_\_\_

d. Student SEVIS Number: N \_\_\_\_\_

### 3) Mailing address and telephone number for delivery of I-20 Certificate: (this must be a **physical HOME address** - NOT an email address). Your I-20 will be sent by Federal Express to your home).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2) Funding: Sources of verified funds. PLEASE ATTACH FINANCIAL DOCUMENTATION.

Indicate in the first column:

- Type of documentation (ie: bank statement, tax return, investment account, government grant or loan letter, etc.)
- Amount in U.S. dollar equivalency
- Statement date
- Total balance in account

All statements and letters must be dated within 90 days of submission of this form. You may use additional paper if necessary

## EXPLANATION OF FINANCIAL DOCUMENTATION

SOURCE OF FUNDS: <i>Indicate the amount of funding you are receiving from the following categories:</i>	1 <sup>st</sup> Year (documented) <i>Students enrolling in ALL programs must indicate funds for the first year of enrollment.</i>	2 <sup>nd</sup> Year (projected)* <i>Indicate your projected finances if you are enrolling in Certificate or Scholarship Programs only.</i>
1. <b>Student's personal funds:</b> <i>(Liquid cash available to you in a personal bank account.)</i>	Amount: _____ Source: _____ Statement date _____	Amount: _____ Source: _____
2. <b>Parents/Immediate Family Member:</b> <i>(Mother, father, grandparent, or sibling. Aunts and uncles do not qualify – see below)</i>	Amount: _____ Source: _____ Statement date _____	Amount: _____ Source: _____
3. <b>Financial Sponsor:</b> <i>(Funds from sources other than an immediate family member such as aunt, uncle or non-relative. Submit an Affidavit of Support for these funds.)</i>	Amount: _____ Source: _____ Statement date _____	Amount: _____ Source: _____
4. <b>Government or foundation support:</b> <i>(Grants, loans, scholarships, etc.)</i>	Amount: _____ Source: _____ Statement date _____	Amount: _____ Source: _____
<b>TOTAL</b> <i>(Indicate the total amount of funds that are currently available to you)</i>	\$ _____	\$ _____

\* Projected finances are funds you expect to be available to you for your second and/or third year of study. You do not need to document these funds at this time but may be required to in your second or third year of study.

**PLEASE SUBMIT A PHOTOCOPY OF THE IDENTIFICATION PAGE OF YOUR PASSPORT WITH YOUR FINANCIAL DOCUMENTATION.**

I certify that all the information that I have provided in this form is correct and true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this statement and supporting documents to the Admissions Office by fax (347-916-3283) or by email to [admissions@alvinailey.org](mailto:admissions@alvinailey.org)

Keep the original documents because you will need to take them to your visa interview at the U.S. Consulate.