

OBTAINING THE FORM I-20

Certificate of Eligibility for F-1 Student Status

*The information on the following pages explains how to obtain the Form I-20.
Please read and follow the directions completely to avoid delays in getting your I-20.*

NOW THAT YOU ARE PLANNING TO BE A STUDENT OF THE LEAGUE'S CERTIFICATE PROGRAM, THERE ARE TWO THINGS YOU MUST NOT 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 in the League's Certificate Program, this could be viewed as misrepresenting your purpose for entering the U.S. and you might be refused permission to extend or to change your status. Do not listen to people who say it is easy to enter the country as a visitor and change your status to F-1 Student. This is not true! U.S. federal regulations prohibit B Visitors 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 the visa, or have the words added to your B visa if you already have one.

2. DO NOT ENTER THE U.S. ON THE VISA WAIVER PROGRAM (Tourist or Business)

If you are from a country from which you can enter the U.S. as a visitor by registering for ESTA, do not do this. You will be permitted to stay for only 90 days. You will not be given more time or allowed to change to F-1 Student status.

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

The I-20 is a government form that certifies your eligibility for F-1 student status. That means 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 the finances to study and live in the U.S. without working illegally or suffering economic hardship. **You need the Form I-20 to obtain an F-1 Student visa and nonimmigrant student status, or to remain in lawful F-1 status when transferring or changing schools within the U.S.**

DOES EVERYBODY NEED A FORM I-20?

NO, some international students do not need the I-20. B Visitors, F-2 dependents, and other status categories, must obtain an I-20 to apply for a change of status to F-1 to pursue a full-time course of study that is not avocational or recreational in nature. 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.

RULES FOR OBTAINING YOUR FORM I-20

1. **YOU MUST BE A “BONA FIDE” STUDENT, ACCEPTED TO ONE OF THE FULL-TIME FOUR-YEAR CERTIFICATE PROGRAMS OFFERED AT THE ART STUDENTS LEAGUE: FINE ARTS PAINTING, FINE ARTS PRINTMAKING, OR FINE ARTS SCULPTURE.**
2. **YOU MUST PROVE THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR CERTIFICATE PROGRAM WITH THE ART STUDENTS LEAGUE. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER TO ISSUE THE FORM I-20.**
3. **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS.** On-campus employment is very limited; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
4. **CAREFULLY REVIEW OUR SCHOOL’S “ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS” ON PAGE 5 TO CALCULATE YOUR “ESTIMATED ANNUAL COSTS” IN THE WORKBOX ON PAGE 6. THIS IS THE AMOUNT THAT YOU MUST SHOW PROOF OF FOR SUPPORT OF EVERY YEAR IN YOUR PROGRAM OF STUDY.** (*Estimate that it will take four years for a certificate of completion in Fine Arts Painting, Printmaking, or Sculpture.*)
5. **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** The financial requirement represents a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Too little money may cause hardship and distress. Students and their families should look closely at the costs of living in New York City and studying at The Art Students League in the Certificate Program and make careful plans to ensure your needs will be met.
6. **EXPECT ANNUAL INCREASES** in tuition and living costs of approximately 10%.
7. **WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING** – perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your studies.

INSTRUCTIONS FOR OBTAINING YOUR FORM I-20

1. **COMPLETE THE I-20 APPLICATION, INCLUDING ALL REQUIRED FINANCIAL INFORMATION (SEE BELOW).**
2. **IF APPLICABLE, HAVE YOUR SPONSOR(S) COMPLETE THE SPONSOR’S AFFIDAVIT AND ATTACH THE REQUIRED EVIDENCE.**
3. **SUBMIT YOUR APPLICATION, EVIDENCE, AND SPONSOR’S AFFIDAVIT VIA EMAIL TO tom@artstudentsleague.org. DO NOT SEND ORIGINAL DOCUMENTS. KEEP THE ORIGINAL DOCUMENTS FOR YOUR VISA INTERVIEW.**
4. **IT IS STRONGLY RECOMMEND THAT YOU SUBMIT YOUR I-20 APPLICATION, EVIDENCE, AND SPONSOR’S AFFIDAVIT AT THE SAME TIME AS YOU ARE APPLYING TO THE LEAGUE’S CERTIFICATE PROGRAM.**

FUNDING SOURCES

YOUR FUNDING CAN COME FROM ANY COMBINATION OF 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 money and/or room and board. Free room and board means being offered lodging and not having to pay rent or for food.

IMPORTANT

- It is highly recommended that **at least part of your financial support come from your home country**. This helps when applying for your student visa!
 - A sponsor should promise only as much money as he or she is capable of giving you. Some sponsors believe that the more money they promise the easier it will be to get your I-20. THE MOST COMMON REASON WE REJECT FINANCIAL DOCUMENTS IS THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH MONEY 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** come from your own resources, not those of anyone else. If your parents put money in your bank account, we will ask you to submit the evidence required of sponsors. 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.
 3. **FUNDS FROM THIS SCHOOL** Not all Art Students League support covers the entire program of study or all expenses, so you will need additional support to meet your minimum annual costs.

EVIDENCE REQUIREMENTS

COMPLETE THE APPLICATION FOR THE FORM I-20 (attached) AND SUBMIT IT WITH ALL THE REQUIRED EVIDENCE OF FUNDING DIRECTLY TO THE INTERNATIONAL STUDENT SERVICES OFFICE VIA EMAIL TO tom@artstudentsleague.org (DO NOT MAIL ORIGINAL DOCUMENTS; KEEP THEM FOR YOUR VISA INTERVIEW).

ALL DOCUMENTS YOU PROVIDE MUST BE:

- Not older than two months
- In English. (*We cannot review documents that are not translated into English*)

EVIDENCE REQUIRED:

A. SPONSORS OF CASH SUPPORT:

1. **SPONSOR’S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT.** This form may be copied for each sponsor. All questions must be answered.

2. **PROOF OF INCOME.**

Individual Sponsor:

- Income tax returns or receipts
- Pay stubs for last six months
- Bank/investment statements for the last six months

Company Sponsor:

- Business registration
- Licenses
- Profit and loss statement

3. **BANK STATEMENT in the name of the sponsor *only*.** A monthly statement, not older than two months, of balances and deposits. Letters from bank officials will not be accepted in lieu of statements.

IMPORTANT

- **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.
- **The income of a company is *not* the personal income of the owner of the business** and will not be accepted as proof of income. The owner/sponsor must still provide proof of personal income.
- **If a bank statement is in the name of more than one person,** each individual must submit an affidavit of support.
- **We cannot accept bank statements that do not specify monthly balances and deposits!**

B. SPONSORS OF FREE ROOM AND BOARD:

1. **SPONSOR'S AFFIDAVIT AND PROOF OF FREE ROOM AND BOARD**
2. **PROOF OF INCOME: Any of the following with most recent pay stub:**
 - Income tax returns or receipts;
 - Pay stubs for last six months;
 - Bank/investment statements for the last six months
3. **COPY OF PROPERTY LEASE, DEED, RENT RECEIPTS, OR UTILITY BILL**

IMPORTANT

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.

C. PERSONAL FUNDS:

BANK/ASSET STATEMENT IN YOUR NAME: Monthly statement, not older than two months, of balances and deposits.

ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS

2022 - 2023

A. TUITION AND SCHOOL FEES

Tuition is for the academic year (both fall and spring terms). Tuition does not include non-refundable school fees. Both tuition and school fees are subject to increase. Students are responsible to register and pay full semester tuition at the start of each term.

This table is an annual estimate of tuition and fees based on a student taking up to two full-time classes: 1) Required full-time primary class in area of concentration; 2) Secondary class within or outside area of concentration

Program	Painting	Printmaking	Sculpture
Tuition	\$4,720	\$5,120	\$6,060
Studio Fee		135	135
Material Fee			135
Administrative Fee	550	550	550
International Student Fee	550	550	550
International Total	\$5,820	\$6,355	\$7,430

ENTER TOTAL <u>ESTIMATED</u> ANNUAL COSTS FOR TUITION AND FEES:	\$
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B. LIVING COSTS

Average living costs for a 12-month year are estimated below. This is a modest budget. It does not include a cell phone, for example. It is highly recommended that you estimate an additional 10%.

Transportation costs are calculated for local commuting only. Travel to/from the U.S., or the costs of owning a car are additional expenses. Students are responsible for providing their own art supplies. This amount varies depending on class selection.

HOUSING AND UTILITIES	\$23,000
FOOD	\$4,000
TRANSPORTATION	\$1,800
MEDICAL INSURANCE	\$2,700
ART SUPPLIES	\$2,500

TOTAL LIVING COSTS::	\$34,000
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C. DEPENDENT COSTS

If you are going to be accompanied by a spouse or child, you must show additional evidence of financial capability to cover their annual expenses in the amount \$27,500 per dependent.

TOTAL DEPENDENT COSTS::	\$
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ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS

2022 - 2023

Complete this section by adding total amounts for A, B, and C to arrive at a total for annual costs.

D. TOTAL ESTIMATED ANNUAL COSTS

A. TUITION AND FEES

B. LIVING COSTS: \$34,000

C. DEPENDENT COSTS:

TOTAL ESTIMATED ANNUAL COSTS:

\$

Expect Annual Increases of Approximately 10% in Expenses



INTERNATIONAL STUDENT SERVICES
The Art Students League of New York
215 West 57th Street, New York, NY 10019
tom@artstudentsleague.org
(646) 838-9138

FORM I-20 APPLICATION

Certificate of Eligibility for F-1 Student Status

PART I: *Personal Information*

1. Name (as printed in passport):

Family/Last Name First Name Middle Name

Enter your name exactly as shown in your passport. Attach a copy of your passport identification page.

2. Date of Birth: Month _____ Day _____ Year _____

3. Gender: ☐ Male ☐ Female (Please check one)

4. Country of Birth: _____

5. Country of Citizenship: _____

6. Country of Permanent Residence: _____

7. Permanent address in home country:

Number and Street

City

Postal Code

Country

8. Address in the United States (if known)

Number and Street

City

State

Zip Code

9. Contact Information

Telephone: _____

Email: _____



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SPONSOR'S AFFIDAVIT EVIDENCE OF ANNUAL CASH SUPPORT

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 The Art Students League of New York and live in the U.S. You are also proving that you can afford the support you are promising with the documentary evidence you have attached.

Before signing it, it is important to 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 U.S. Department of Homeland Security and very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out in English (or have it officially translated). 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.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or make photocopies to mail or fax to us with the application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

SUPPORTING EVIDENCE REQUIRED:

1. Proof of income (*any of the following*) with most recent pay stub:

- Income tax returns or receipts,
- Pay stubs for last six months,
- Bank/investment statements for the last six months

2. Bank statement in your name *only*. A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person also must complete a separate affidavit. A letter from a bank officer will not be accepted.*

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 for EVERY YEAR of the student's program of study at The Art Students League of New York.

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

My address is:

Telephone _____ Fax _____ Email _____

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

<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
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<i>Name</i>	<i>Relationship to me</i>	<i>Age</i>
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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

Today's Date



SPONSOR'S AFFIDAVIT PROOF OF FREE ROOM AND BOARD

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 attending The Art Students League of New York. (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, it is important to 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 U.S. Department of Homeland Security and is very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English or have it officially translated into English.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. The affidavit will not be accepted without the required supporting evidence.
- Give the student the original documents and have him or her submit them electronically or make photocopies to mail or fax to us with the application for a Form I-20. The student will need to keep the originals to present to the consul at the visa interview.

SUPPORTING EVIDENCE REQUIRED:

1. Proof of income (any of the following), with most recent pay stub:

- Income tax returns or receipts,
- Pay stubs for last six months,
- Bank/investment statements for the last six months

2. Bank statement in your name *only*. A monthly statement of balances and deposits.

- *If another person's name appears on your bank statement, that person also must complete a separate affidavit.*

3. Copy of your deed, lease, current rent receipts or current utility bill to prove that you are the person who owns or rents the property.

SWORN PROMISE OF FREE ROOM AND BOARD

I, _____, *My name* , promise that for each year of his/her study at The Art Students League of New York,

_____ will live free of charge with me in my home at:
Full name of student

Address

City, State, Zip Phone: _____

- ☐ I own this property
- ☐ I rent this property

If the student is presently in the U.S., does s/he currently live with you? ☐ Yes ☐ No

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 are attached: ☐ Yes ☐ No

Deed or lease are attached: ☐ Yes ☐ No

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

Signature of Sponsor

Today's Date



10. Dependents: A student wishing to have his/her family member(s) accompany him/her must document the amount of \$27,500 for each family member per calendar year of intended study:

☐ I do not have dependents.

☐ The following dependents will accompany me (list names and relationships):

1.	Name (Family/First/Middle)	Date of Birth (M/D/Y)	Country of Birth
	Country of Citizenship	Gender	Relation to you (spouse, child)
2.	Name (Family/First/Middle)	Date of Birth (M/D/Y)	Country of Birth
	Country of Citizenship	Gender	Relation to you (spouse, child)

11. Have you been notified of your admission to The Art Students League's Certificate Program?

Yes ☐

No ☐

Please note that your Form I-20 cannot be issued until you are accepted.

PART II: If you are currently in the United States complete this section.
If not, continue to Part III.

What is your Immigration Status? *You may attend school regardless of your Immigration status.*

☐ **F-1** **What is your SEVIS ID Number? N** _____

What is the purpose of your requested Form I-20? (Check One)

- ☐ Transfer In
- ☐ Change of program major at The Art Students League
- ☐ Regain F-1 Status
- ☐ Applying for Change of Status to F-1

(Before we issue your Form I-20, please make an appointment to see the International Student Adviser.)

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

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

☐ **No** If you are F-1, you will receive "Transfer In" 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 United States 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? _____

If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "Transfer In" student and need to have your record transferred to The League 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.

HOW DO YOU PREFER TO RECEIVE YOUR FORM I-20?

- ☐ **EXPRESS MAIL:** Your Form I-20 will be sent by Federal Express or DHL to the name and address you indicate in the address box below. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE. This option requires pre-payment either directly to The League or by creating an online account for Federal Express or DHL, generating a shipping label, and providing it to the International Student Services Office.

Complete Name:	
Street 1:	
Street 2:	
City, State, Province	
Postal Code, Country:	

- ☐ **HOLD for pick-up by applicant** (*Passport must be presented for identification.*)

PART IV: Student's Statement of Financial Support

You must carefully read the instructions "OBTAINING THE FORM I-20" before completing the following section.

Which Certificate Program will you be pursuing?

- ☐ Fine Arts Painting
☐ Fine Arts Printmaking
☐ Fine Arts Sculpture

What are your Total Annual Costs from page 6 section (D) of the Instructions:

Total Estimated Annual Costs:

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

Source(s) of my support	Annual Amount
<input type="checkbox"/> Personal Funds: <i>The amount available to me from my own resources every year is (divide by number of years in your program)</i>	_____
<input type="checkbox"/> Funds from this School: <i>renewable every year</i> Type: _____	_____
<input type="checkbox"/> Cash Funds from a Sponsor: <i>to be given to me every year</i> Sponsor's name: _____	_____
<input type="checkbox"/> Cash Funds from a Sponsor: <i>to be given to me every year</i> Sponsor's name: _____	_____
<input type="checkbox"/> Cash Funds from a Sponsor: <i>to be given to me every year</i> Sponsor's name: _____	_____
<input type="checkbox"/> Free Room and Board from a Sponsor: <i>with whom I will live</i> Sponsor's name: _____	_____
<input type="checkbox"/> On-campus employment: <i>complete this only if you have a firm offer of employment or are presently working on campus. Attach evidence.</i>	_____

Total amount available to me every year of study.

This must be the same as or more than your minimum annual costs.

The following documents are attached to prove my funding:

Personal Funds documents: <ul style="list-style-type: none"> <input type="checkbox"/> Bank/asset statements <input type="checkbox"/> Proof of income/assets
Cash Sponsor's documents (attach all three) <ul style="list-style-type: none"> <input type="checkbox"/> Affidavit of Support <input type="checkbox"/> Proof of Income <input type="checkbox"/> Bank Statements
Free Room and Board Sponsor's documents (attach all four) <ul style="list-style-type: none"> <input type="checkbox"/> Affidavit of Support <input type="checkbox"/> Proof of Income <input type="checkbox"/> Bank Statement <input type="checkbox"/> Lease, deed, rent receipts, or utility bill (that is, proof of residence)