

HOW TO OBTAIN THE FORM I-20

Information about the Form I-20 • Page 1

The Form I-20 is the Certificate of Eligibility for Nonimmigrant (F-1) Student Status. The Form I-20 is required to (1) apply for an F-1 Student visa and (2) enter the US as a student. In order to receive your Form I-20 so you can obtain your student visa, you must complete the application for an I-20 and submit a copy to AMDA. **Keep the originals for your visa interview.** You can send documents to the appropriate AMDA campus by mail, fax or email using the information listed at the bottom of this page. Students enrolling in the next available semester must submit this form as soon as possible to ensure sufficient time to secure your visa.

Additional information about studying in the US can be found at the Department of Homeland Security's "Study in the States" website: <https://studyinthestates.dhs.gov/>

AMDA requires the following:

- A completed AMDA application for the I-20, including your official bank signature and bank seal/stamp for personal financial contributions (if applicable).
- Proof of English language proficiency (where applicable) through the TOEFL or its equivalent.
- Completed sponsor affidavit form(s). If using financial sponsor(s), this form must be signed by the sponsor(s) and include an official bank signature and bank seal/stamp.
 - *What is a financial sponsor?* A financial sponsor is the person(s) or organization who commits to providing monetary funding to a nonimmigrant to pay for some or all of their education in the US (inclusive of tuition, housing/living expenses, etc.). The sponsor must sign their sponsor affidavit as well as provide a bank statement (or other verifiable financial information such as letter from a bank official, statement of liquid investments and/or letter from their attorney and/or accountant) to AMDA demonstrating in liquid (cash available) assets the amount of funding to be provided for each year of attendance. The sponsor affidavit may be copied to accommodate more than one sponsor. Sponsors are not required to update financial documents on an annual basis provided that the student maintains valid nonimmigrant status after enrolling at AMDA. Students who violate this status will be required to submit new financial documents from their sponsors. Likewise, students renewing their status will be required to provide updated financial document from all sponsors.
- Proof of financial support for each person contributing to your educational costs, including yourself. This can include bank statements; a letter from a bank official; a statement of liquid investments; a letter from your attorney and/or accountant; or proof of loan approval from your loan institution. All documents must be in English.
- Photocopies of all necessary documents, including your passport. **DO NOT SEND ORIGINAL DOCUMENTS.** This includes your Form I-94 (departure/arrival card) if applicable.

NOTE: First semester payments are due for all students in accordance with your AMDA Payment Agreement. A letter verifying your total payment(s) will be sent along with the Form I-20. Documented first payment(s) will support your application for a student visa.

The United States issues the Form I-20 through a system called the **Student and Exchange Visitor Information System (SEVIS)**. We recommend submitting all necessary documents as soon as possible. Once we have received, reviewed and approved your application, we will prepare your Form I-20 and send it to you by express mail.

NEW YORK APPLICANTS:

Office of Admissions
211 West 61st Street
New York, NY 10023
(212) 787-5300
Toll Free: (800) 367-7908
Fax: (212) 247-0488
Admissions-NY@amda.edu

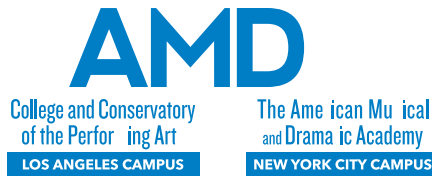
LOS ANGELES APPLICANTS:

Office of Admissions
6305 Yucca Street
Los Angeles, CA 90028
(323) 469-3300
Toll Free: (800) 367-7908
Fax: (323) 469-5246
Admissions-LA@amda.edu

International Student Advisors:

New York
Mark Brooks
Principal International Student Advisor
212.957.3305
mbrooks@amda.edu

Los Angeles
Lisa Washington
Principal International Student Advisor
323.603.5925
lwashington@amda.edu



AFTER YOU RECEIVE THE FORM I-20 FROM AMDA

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Pay the SEVIS I-901 fee:

All SEVIS Form I-20 recipients must pay a SEVIS fee.

- Applicants who require a visa to enter the United States must pay the SEVIS I-901 fee within seven days before going to the US embassy or consulate for their visa interview.
- Canadian students must also pay the SEVIS I-901 fee seven days prior to entry into the US and present their internet receipt at the time of entry.

Payment of the fee can be made at www.FMJfee.com. An internet receipt (I-797) must be printed and brought to the visa interview. Canadian citizens must present their receipt when entering the US for the first time as a student.

Apply for the F-1 student visa:

Students requiring a visa to enter the US must apply for an F-1 student visa by completing the Online Nonimmigrant Visa Electronic Application (Form DS-160). Students are eligible to apply for a student visa no more than 120 days prior to the start of school. Form DS-160 can be found at <http://travel.state.gov/content/visas/en.htm>

Make an appointment with the US Embassy or Consulate in your home country:

All students applying for an F-1 student visa must have a visa interview conducted by a US Embassy/Consulate official to secure an F-1 student visa in your home country. Securing the visa in your home country will prevent unnecessary delays: Check with the US Embassy or Consulate in your home country to see how far in advance you should make an appointment to ensure you have sufficient time to complete this process.

Be prepared to present the following at your visa interview:

- Your Form I-20 [Certificate of Eligibility for Nonimmigrant (F-1) Student Status] as provided to you by AMDA
- Your SEVIS I-901 fee receipt
- Your Online Nonimmigrant Visa Electronic Application (Form DS-160). Visit <https://ceac.state.gov/genniv/> for the online application.
- A MRV fee receipt showing payment of the visa application fee.
- Your valid passport.
- One 2x2 inch photograph. Visit <https://travel.state.gov/content/visas/en/general/photos.html> for photo requirements.

For a list of visa fees go to www.immihelp.com/visas/fees.html.

All applicants should also be prepared to provide:

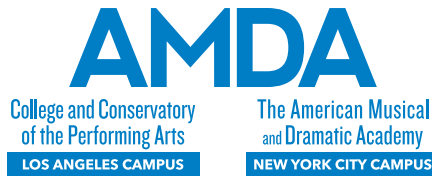
- Transcripts and diplomas from previous US institutions attended
- AMDA acceptance letter
- Your TOEFL scores (or equivalent)
- Financial evidence showing you and/or your sponsors have sufficient funds to cover your tuition and living expenses during your period of intended study. You should have your original AMDA I-20 application and all supporting documents (e.g. sponsor affidavits, bank statements, etc.) ready to present.
- Ties to your home country: This is very important for a successful visa application.

Once you have received your student visa, you may not enter the United States earlier than 30 days prior to the start of class.

Canadian Students

Canadian citizens are not required to apply for an entry visa at a US Embassy or Consulate. You will need to show all financial documents to the US Customs and Border Patrol (CBP) when you enter the US for the first time as a student. Please note that Canadian students are subject to the same regulations as other international students regarding full-time study and all other provisions for maintaining status. **Canadian students must be vigilant about entering the United States with proper student status by showing their Form I-20 from AMDA when going through customs, as immigration inspectors are accustomed to admitting Canadian citizens as visitors.**

AMDA is authorized under federal law to enroll nonimmigrant alien students at the New York and Los Angeles campuses.



REGARDING PAYMENTS

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When making tuition/housing payments to AMDA, the preferred method of payment is wire transfer. Please contact your Admissions Advisor or Student Accounts for complete wire transfer instructions.

NOTE: The receiving bank charges a \$25.00 USD fee for all wire transfers. Additionally, the remitting bank may charge a fee. All fees are the sender's responsibility and are not deducted from the amount due to AMDA.

To help ensure proper credit to the student's account at AMDA, please ensure the student's name appears clearly on bank wires.

Where wire payments are not possible, you may use one of the following methods:

- Credit Card Payment: You may make a credit card payment at www.amda.edu/payments or by contacting the Admissions Office at the campus you plan to attend. AMDA accepts MasterCard, Visa, Discover and American Express.
- International Money Order: Obtain a guaranteed bank check payable in US funds. Checks should be made payable to AMDA.

To ensure proper credit is assigned to the student's account at AMDA, please be sure the student's name appears clearly on all US checks and international money orders.

IMPORTANT INFORMATION

- **DO NOT send original documents to AMDA.** You should send PHOTOCOPIES of all necessary documents to AMDA. You will need the originals of your documents when you visit the US Embassy or Consulate for your visa interview and to obtain your student visa.

DO NOT enter the United States with a B-1, B-2 or B-1/2 Visa. If you use a B Visa to enter the US, you could be guilty of "fraudulent entry" and refused permission to stay longer than six months, extend your stay or change your status. Do not listen to people who say it's easier to enter the country as a visitor and change your status. IT IS NOT TRUE.

- **DO NOT enter the United States without your visa and passport.** This is not a requirement if you're from a country from which you can enter the US as a visitor by showing a round trip airline tickets. If you can enter without a visa, you will be permitted to stay for only 90 days and will not be given more time to switch to student status.

When entering the United States, be sure to show your Form I-20 and have your passport stamped. Your I-94, which indicates your entry number, is available electronically at <https://i94.cbp.dhs.gov/i94/consent.html> and can be printed upon arrival at AMDA.

NEW YORK APPLICANTS:

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Admissions-NY@amda.edu

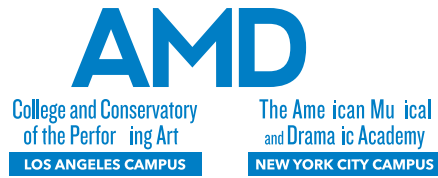
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International Student Advisors:

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Mark Brooks
Principal International Student Advisor
212.957.3305
mbrooks@amda.edu

Los Angeles
Lisa Washington
Principal International Student Advisor
323.603.5925
lwashington@amda.edu



APPLICATION FOR I-20

Application for I-20

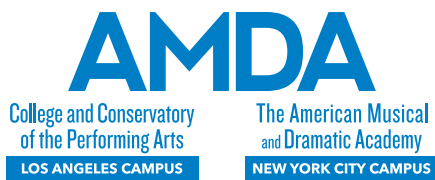
DETACH AND COMPLETE THE FOLLOWING PAGES. SUBMIT TO THE APPROPRIATE CAMPUS LISTED BELOW.

NEW YORK APPLICANTS:

Office of Admissions
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New York, NY 10023
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Toll Free: (800) 367-7908
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SECTION 1: IMMIGRATION INFORMATION

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ALL INTERNATIONAL STUDENTS APPLYING FOR (OR CURRENTLY ON) AN F-1 STUDENT VISA MUST COMPLETE SECTIONS 2, 4, 5 AND 7 OF THIS APPLICATION AS WELL AS SUBMIT A COMPLETED SPONSOR AFFIDAVIT(S) WHERE APPLICABLE.

If you are in the United States NOW, complete Section 1. If not, skip ahead to Section 2.

What is your admission number?

This can be found online at www.cbp.gov/194 or will be stapled in your passport opposite your visa (white card).

What is your immigration status?

- **If F-1 status:** What is the name of the school you last attended?

If you currently have a valid (unexpired) F-1 student visa, please contact your Admissions Advisor or an International Student Advisor about your transfer options. The US Citizenship and Immigration Service requires that you complete a school transfer procedure no later than two weeks after the semester begins.

- **For all other statuses:** What is your current status?

Not all classifications are transferable. Before you complete the application for an I-20, please contact an AMDA International Student Advisor so we can contact you. See the contact information at the bottom of this page.

Do you plan to travel outside the United States before school starts? Yes No

SECTION 2: PERSONAL INFORMATION

List your **legal name** below as it appears on your passport.

Name: _____
Last First Middle

Mailing Address: _____
Number and Street Apt #

_____ City State/Province Zip/Postal Code Country

Telephone: () _____ E-mail: _____

Date of Birth: _____ Age: _____ Sex: Male Female
Month / Day / Year

Country of Birth: _____ Country of Citizenship: _____

Marital Status: Single Married Widowed Divorced

Do you have dependents that will accompany you for the duration of your studies in the US? (If yes, complete Section 3.) Yes No

Does your government impose restrictions on exchange and release of funds for study in the US? Yes No

Do you have a source of emergency funds once you arrive in the United States? Yes No

If yes, name source: Mailing Address: _____

Who will pay for your transportation to the United States? _____

International Student Advisors:

New York
Mark Brooks
Principal International Student Advisor
212.957.3305
mbrooks@amda.edu

Los Angeles
Lisa Washington
Principal International Student Advisor
323.603.5925
lwashington@amda.edu

SECTION 3: DEPENDENT INFORMATION

****If you have dependents (e.g. spouse or children) that will accompany you for the duration of your studies in the US, complete this section. If not, skip ahead to Section 4.****

Please complete the following information about your spouse and/or child (children) who will accompany you to the United States. List their legal name(s) as it appears on their passport(s). Please attach a copy of the passport for each child.

Dependent 1

Name: _____
Last First Middle

Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____
Month / Day / Year

Relationship to you: Spouse Child Other

Dependent 2

Name: _____
Last First Middle

Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____
Month / Day / Year

Relationship to you: Spouse Child Other

Dependent 3

Name: _____
Last First Middle

Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____
Month / Day / Year

Relationship to you: Spouse Child Other

SECTION 4: PROGRAM INFORMATION

Intended Starting Semester (check one):

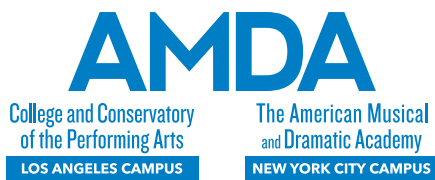
Summer / Year: _____ Fall / Year: _____ Spring / Year: _____

Campus: New York Los Angeles

Program: Studio Conservatory Integrated Conservatory Dance Conservatory
 BFA Acting (LA campus only) BFA Musical Theatre (LA campus only)
 BFA Dance Theatre (LA campus only) BFA Performing Arts (LA campus only)

For NY conservatory program graduates only:

Alumni BFA Acting Alumni BFA Musical Theatre
 Alumni BFA Dance Theatre Alumni BFA Performing Arts



SECTION 5: STATEMENT OF FUNDS

SOURCE(S) OF FUNDS: Totals listed below reflect the cost of attendance at AMDA per academic year. In the form below, enter your available/projected funds (in US dollars) for each year of attendance below. First year funding should reflect currently available funds and should equal the total for the student's starting semester as shown below. You may list projected funds for subsequent years of attendance. Tuition and Housing costs are subject to increase in subsequent years.

Semester Start:	New York - Fall 2016, Spring 2017, Summer 2017	Los Angeles - Fall 2016, Spring 2017, Summer 2017
Tuition	\$35,600.00	\$36,600.00
Fees	\$300.00	\$300.00
Housing	\$8,900.00	\$8,900.00
*Expenses	\$7,000.00	\$7,000.00
Books and Supplies	\$1,000.00	\$1,000.00
Health Insurance**	\$1,596.00	\$1,052.00
TOTAL	\$54,396.00	\$53,852.00

*Living expenses for the year are estimated at \$285 per week. This estimate includes the cost of food, transportation, laundry and miscellaneous living expenses. ** Health Insurance costs are estimated (may vary).

The Affordable Care Act and AMDA requires all enrolled students to have medical insurance to promote health, wellness and student success. Students who have proof of comparable insurance will be given the opportunity to waive AMDA's automatic insurance plan (SHIP) and will not be charged. The waiver period will be closer to the start of the semester. Full details of the insurance plan will be forthcoming on the AMDA website, but the highlights of SHIP's coverage include access to urgent care, injury rehabilitation services, mental health services, prescription medications, women's health services and emergency room services. SHIP will cover students during semester breaks and holidays in addition to when they are out of the country.

***For the below form, if dependents are accompanying you to the US, you must add an additional \$15,600 per dependent for Spring and Summer semesters and \$15,900 for Fall semester. This covers housing (\$8,600 for Spring and Summer semesters and \$8,900 for Fall semester) and living expenses (\$7,000) for each dependent. Proof of funding must include this additional amount for dependents.**

	First Year	Second Year	Third Year (BFA Students Only)	Fourth Year (BFA Students Only)
	Current Funds Available	Projected Funds	Projected Funds	Projected Fund
Personal:	\$ _____	\$ _____	\$ _____	\$ _____
Sponsor #1:	\$ _____	\$ _____	\$ _____	\$ _____
Sponsor #2:	\$ _____	\$ _____	\$ _____	\$ _____
Sponsor #3:	\$ _____	\$ _____	\$ _____	\$ _____
Other:	\$ _____	\$ _____	\$ _____	\$ _____
*Government Support/Loan Provider:	\$ _____	\$ _____	\$ _____	\$ _____
Name of Gov't Agency/Loan Provider:				

*If listing government support or a loan provider, please show evidence of funding by submitting a loan approval verifying the amount of the loan and/or a letter from your government documenting the total amount of government support.

SECTION 6: PERSONAL CONTRIBUTION

If the student has listed a personal contribution in Section 5, they must complete the following section by having a bank official sign below AND submit a letter on letterhead from their bank, accountant, or attorney certifying the personal funds listed in Section 5 are accurate. If they did not list a personal contribution in Section 5, skip ahead to Section 7.

I certify that the above personal contribution information is true and accurate based on the student's available funds.

Signature of Bank Official

Date

Place Official Bank Seal Here

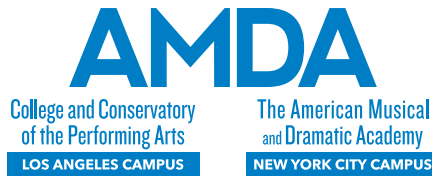
SECTION 7: SIGNATURE

I certify that the information on this application is true and complete. I understand that any misrepresentation may be cause for refusing or revoking admission to AMDA.

Name of Applicant

Signature of Applicant

Date



SPONSOR'S AFFIDAVIT: Sworn Promise of Cash Support

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If you are using financial sponsor(s), a sponsor's affidavit must be completed for each sponsor contributing to your educational costs.

FOR THE SPONSOR(S)

What is an affidavit?

By completing an affidavit, you are swearing to the United States government that you will provide this student with a specific amount of money for each year s/he will study at AMDA and live in the United States. You will also provide evidence that you can afford the support you are promising with appropriate documentation.

By signing this affidavit, you acknowledge that you are making a financial commitment to the student which will not be broken. Failure to provide this financial commitment may result in the student being withdrawn from AMDA. Do not expect that the student will be able to help support their costs through employment: Student employment is not guaranteed at AMDA, as it is based on an application, interview process and the availability of job openings. The United States Citizenship and Immigration Service strictly controls employment.

How to complete this form:

- Fill out the entire form completely in English.
- Promise only the amount of money you are able to give. The most common reason AMDA rejects affidavits is that sponsors do not meet the minimum financial support requirements.
- Provide proof of financial support.

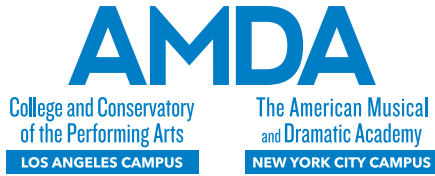
In order to demonstrate that you are financially capable of providing this financial support for every year of the student's program, you must attach the following documents. Documents must be photocopies or faxes, less than two months old, in English, and listed in US currency:

- 1. Proof of Financial Capability:** You may provide a bank statement; letter on letterhead from a bank official, attorney and/or accountant; statement of liquid investments; or proof of loan approval from your loan institution
- 2. Proof of Income:** Provide one of the following:
 - a. A letter on your company's letterhead stating your current income.
 - b. A copy of your income tax returns or receipts showing your annual income.
 - c. A copy of a current payroll stub showing your annual income.
 - d. If you are self-employed and unable to provide one of the above items, you may submit a letter on letterhead from a bank official or private accountant showing your estimated income. Please note that a company's income will not be accepted as proof of your personal income; you must provide an official statement of the salary paid to you.
- 3. Signature of Bank Official and Bank Seal:** You must have a bank official sign and stamp the Sponsor's Affidavit form certifying that funds are available for the amount you promised to contribute for the student's educational costs.

International Student Advisors:

New York
Mark Brooks
Principal International Student Advisor
212.957.3305
mbrooks@amda.edu

Los Angeles
Lisa Washington
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lwashington@amda.edu



SPONSOR'S AFFIDAVIT: Sworn Promise of Cash Support

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PLEASE FILL ALL ANSWERS OUT IN PRINT. IF THE STUDENT HAS MORE THAN ONE SPONSOR, PLEASE PHOTOCOPY AND DISTRIBUTE THIS AFFIDAVIT TO EACH SPONSOR.

I, _____ promise that I can and
(First and last name)

will give no fewer than US \$ _____ in cash to
(Amount in US dollars)

_____ for every year of their program at AMDA.
(Student's full name: First, Last)

I certify that the above personal contribution information is true and accurate based on the student's available funds.

Signature of Bank Official

Date

Place Official Bank Seal Here

Sponsor's relationship to student: _____

Sponsor's address: _____

Telephone: _____ Fax: _____

E-mail: _____

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

Name of Dependent	Relationship to Sponsor	Age of Dependent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Sponsor's employer _____

Annual Salary US \$ _____ Other Income US \$ _____
(US dollars) (US dollars)

Sponsor's Proof of Financial Support is attached: Yes No

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

Signature of Sponsor

Date