

The logo for the New York Academy of Art is enclosed in a double-line orange border. The text inside the border is centered and reads "NEW YORK ACADEMY OF ART" in a serif font.

NEW YORK  
ACADEMY  
OF ART

## **FORM I-20 APPLICATION CFA**

Certificate of Eligibility for F-1 Student Status

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

## NOW THAT YOU ARE PLANNING TO BE A STUDENT THERE ARE TWO THINGS YOU CANNOT DO!

➤ **DO NOT ENTER THE U.S. WITH A B-1, B-2, OR B-1/2 VISA**

If you use B visa to enter the U.S. you are saying “I’m here as a visitor” *only*. Since you contacted our school about study, this 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. It 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 B-2 visa with the words “Prospective student” noted on it or have the words added to your B visa if you already have one.

➤ **DO NOT ENTER THE U.S. on the Visa Wavier Program (WT or WB)**

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?

➤ **A Form I-20 is a government form that certifies that you are eligible for F-1 Student Status**

This means (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 enough money to study and live in the US without working illegally or suffering from poverty.

➤ **You need a Form I-20 to obtain an F-1 Student visa or status, or to keep lawful F-1 status when transferring or changing schools within the U.S.**

## DOES EVERYBODY NEED A FORM I-20?

➤ **NO, some international students do not need I-20’s**

J-1 students need a Form DS-2019 and should ask us for that application. B Visitors and F-2 dependents must obtain an I-20 and apply for a change of status to F-1 student to pursue a course of study that is not avocational or recreational in nature. If you are maintaining another nonimmigrant status in the U., 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 21<sup>st</sup> birthday or if they marry. If you have no legal status, you may attend school but you are not eligible to change status and do not need an I-20.

**THESE ARE THE RULES FOR GETTING YOUR FORM I-20**

- **YOU MUST BE A “BONA FIDE’ (REAL) STUDENT, ACCEPTED TO A FULL-TIME PROGRAM OF STUDY.**
- **YOU MUST PROVE TO US THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR PROGRAM OF STUDY AT THE NEW YORK ACADEMY OF ART. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER TO ISSUE THE FORM I-20.**
- **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS!** On-campus employment is limited and competitive; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.
- **CAREFULLY REVIEW** THE ACADEMY’S “*Estimated ANNUAL COSTS FOR INTERNATIONAL STUDENTS*” (*page 7*). THIS IS THE AMOUNT THAT YOU MUST PROVE THAT YOU CAN SUPPORT FOR EVERY YEAR IN YOUR PROGRAM OF STUDY.
- **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** They represent 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 causes pain and distress. Students and their families should look closely at the cost of living and studying at the New York Academy of Art and make careful plans to be sure your needs will be met.
- **EXPECT ANNUAL INCREASES** in tuition and living costs.
- **SOMETIMES, WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING.** The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your stay.
- **COMPLETE THE APPLICATION FOR A FORM I-20** (*page 8*)
- **HAVE YOUR SPONSOR(S) COMPLETE THE SPONSOR’S AFFIDAVIT AND ATTACH THE REQUIRED EVIDENCE.**
- **SUBMIT YOUR APPLICATION FOR A FORM I-20, SPONSOR’S AFFIDAVIT AND THE EVIDENCE TO US ELECTRONICALLY (SCAN OR FAX) OR MAIL US COPIES. DO NOT SEND US ORIGINALS. KEEP THE ORIGINALS TO TAKE TO YOUR VISA INTERVIEW.**
- **WE STRONGLY RECOMMEND THAT YOU SUBMIT YOUR I-20 APPLICATION, SPONSOR’S AFFIDAVIT AND EVIDENCE AT THE SAME TIME. THIS WAY YOUR FORM I-20 CAN BE ISSUED QUICKLY!**

## FUNDING SOURCES

- **YOUR FUNDING CAN COME FROM ANY COMBINATION OF SOURCES IN THE U.S. OR ABOARD.**
- **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 is when you when you live with someone and don’t have to pay for your room or food.

### WARNING #1

It is highly recommended that **at least part of your financial support come from your home country**. This helps when you apply for your student visa!

### WARNING #2

**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 WHAT 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.

- **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.
- **FUNDS FROM THIS SCHOOL** such as, a scholarship, assistantship, or fellowship. Not all College support covers the entire program of study or all expenses, so you may 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, ELECTRONICALLY, FAX OR MAIL. (DO NOT MAIL US ORIGINALS; KEEP THEM FOR YOUR VISA INTERVIEW.)**
- **ALL DOCUMENTS YOU GIVE US MUST BE:**
  - Less than two months old.
  - In English. (*We cannot review documents that are not in English!*)
- **EVIDENCE REQUIRED**

### **SPONSORS OF CASH SUPPORT**

1. **SPONSOR'S AFFIDAVIT AND PROOF OF ANNUAL CASH SUPPORT.** This form may be copied for each sponsor. All questions must be answered.
2. **PROOF OF INCOME.**
  - Individual Sponsor: 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
  - Company Sponsor**
    - Business registration, licenses and profit and loss statement.
3. **BANK STATEMENT in the name of the sponsor *only*.** A monthly statement of balances and deposits. Letters from bank officials will not be accepted.

#### **WARNING #3**

**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.**

#### **WARNING #4**

**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.**

#### **WARNING #5**

**If a bank statement is in the name of more than one person, each individual must submit an affidavit of support.**

#### **WARNING #6**

**We cannot accept bank statements that do not specify monthly balances and deposits!**

**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**

**WARNING #7**

**If you are presently in the U.S. you must be living with the sponsor at the same time of filing this application for this to be counted towards your means of support.**

**PERSONAL FUNDS:**

- **BANK/ASSET STATEMENT in your name:** monthly statement of balances and deposits.

**SCHOOLS FUNDS:**

- **COPY OF YOUR AWARD LETTER OR CONTRACT** stating exactly what you will be receiving and for how long.

## APPLICATION FOR A FORM I-20

PART I: PERSONAL INFORMATION		
<b>Name in Passport</b>		*Enter your name exactly as shown in your passport. Attach a copy of your passport biographic page and any U.S. visa you may have.)
1	<b>*Surname / Primary Name</b>	
2	<b>Given Name</b>	
3	<b>**Preferred name</b>	
4	<b>Date of Birth</b>	____/____/____
5	<b>Gender assigned at birth</b>	<input type="checkbox"/> Female <input type="checkbox"/> Male (please check gender as it appears in your passport)
6	<b>Country of Birth</b>	
7	<b>Country of Citizenship</b>	
8	<b>Country of Permanent Residence</b>	
9	<b>Mobile Phone</b>	
	<b>Home Phone</b>	
	<b>Fax</b>	
	<b>Email</b>	
10	<b>Permanent address in home country</b>	<b>Number &amp; Street</b>
		<b>City</b>
		<b>Postal Code</b>
		<b>Country</b>
11	<b>Address in the United States (if known)</b>	<b>Number &amp; Street</b>
		<b>City</b>
		<b>Postal Code</b>
		<b>Country</b>
12	<b>Dependents:</b> A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study: Spouse \$16,380 per calendar year; each child \$5,232 per calendar year. <input type="checkbox"/> I plan to come without dependents <input type="checkbox"/> The following dependents will accompany me ( <i>list names and relationships</i> )	
1	1. _____ <i>Name (Family/First/Middle)                      Date of Birth(M/D/Y)                      Country of Birth</i> _____ <i>Country of Citizenship                      Gender                      Relation to you(spouse, child, etc)</i>	
2	2. _____ <i>Name (Family/First/Middle)                      Date of Birth(M/D/Y)                      Country of Birth</i> _____ <i>Country of Citizenship                      Gender                      Relation to you(spouse, child, etc)</i>	
13	Have you been notified of your acceptance to the New York Academy of Art?	<input type="checkbox"/> Yes <input type="checkbox"/> No


**PART II: If you are in the United States NOW complete this section. If you are NOT in the United States NOW continue to Part III**

<p><b>What is your immigration status?</b> <i>(You may attend school regardless of your immigration status.)</i></p>	<p>Enter Visa or Status _____</p> <p>What is your SEVIS ID Number? N _____</p>	
<p><b>What is the purpose of your requested Form I-20?(Check One)</b></p>	<p><input type="checkbox"/> Transfer In</p> <p><input type="checkbox"/> Apply for F-1 Status</p> <p><input type="checkbox"/> Request a change of status</p>	
<p><b>Another Status: Which one?</b> <i>(Before we issue your Form I-20, we want to advise you. Please make an appointment with the Director of Student Affairs.)</i></p>	<p><input type="checkbox"/> _____</p>	
<p>Do you plan to travel outside the U.S. before school starts? <i>(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)</i></p>	<p><input type="checkbox"/> YES</p>	<p><input type="checkbox"/> NO</p>

**PART III: If you are NOT in the U.S. now, complete this section**

<p><b>DID YOU RECENTLY ATTEND SCHOOL IN THE U.S. IN F-1 STUDENT STATUS?</b></p>	<p><input type="checkbox"/> YES   What was the last date of your attendance? ___/___/___</p> <p><input type="checkbox"/> NO   Go to the next question</p>	
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*(If you attended a U.S. school last term and are just home on holiday between academic terms, you are considered a "Transfer In" and need to have your record transferred out to us 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.)*

<b>HOW DO YOU PREFER TO RECEIVE YOUR FORM I-20?</b>		
 MAIL	<b>Complete Name</b>	
	<b>Street 1</b>	
	<b>Street 2</b>	
	<b>City, State, Province</b>	
	<b>Postal Code</b>	
	<b>Country</b>	

*(Your Form I-20 will be sent standard airmail to the name and address you indicate in the address box below. If you need express delivery service, you should request someone in the U.S. to pick it up and send it to you. If that isn't possible, please contact our office. PRINT YOUR NAME AND ADDRESS IN ENGLISH, EXACTLY AS IT SHOULD APPEAR ON THE ENVELOPE.)*



## ANNUAL COST OF ATTENDANCE FOR INTERNATIONAL STUDENTS (ESTIMATED)

### TUITION & FEES

2023-2024 ACADEMIC YEAR	ANNUAL TOTAL
Tuition	\$42,720.00
Fees	\$1,200.00
<b>Subtotal</b>	<b>\$43,920.00</b>

### LIVING COSTS

2023-2024 ACADEMIC YEAR	ANNUAL TOTAL
Housing	\$30,000.00
Utilities	\$2,400.00
Food/Clothing	\$8,000.00
Health Insurance	\$5,400.00
Art Materials	\$4,800.00
Transportation	\$1,524.00
<b>Subtotal</b>	<b>\$52,124.00</b>

### 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 following amount: \$16,380 annually for your spouse; \$5,232 for each child.

### YOUR ESTIMATED ANNUAL COST OF ATTENDANCE

<b>Tuition and Fees</b>	<b>\$43,920.00</b>
<b>Living Costs</b> ( <i>housing, utilities, food/clothing, health insurance, art materials, transportation</i> )	<b>\$52,124.00</b>
<b>Dependent Costs</b> <i>Enter \$16,380 for your spouse</i> <i>Enter \$5,232 for each child</i> <i>If single with no children, enter \$0</i>	\$ _____
<b>TOTAL ESTIMATED ANNUAL COST OF ATTENDANCE</b>	<b>\$ _____</b>

## PART IV: Student's Statement of Financial Support

Do not complete this part unless you have carefully read all instructions

<b>What level of education will you be pursuing?</b>	<input type="checkbox"/> Certificate of Fine Arts (CFA )
<b>What will your concentration be?</b>	<input type="checkbox"/> Studio Art
<b>What is your total estimated annual cost of attendance from the workbook on page 9?</b>	\$ _____

**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"/> <b>Personal Funds</b> <i>The amount of available to me from my own resources every year is? (divide by number of years in your program)</i>	\$ _____
<input type="checkbox"/> <b>Funds from this School</b> <i>Renewable every year   Type:</i>	\$ _____
<input type="checkbox"/> <b>Cash Funds from a Sponsor</b> <i>To be given to me every year   Sponsor's Name:</i>	\$ _____
<input type="checkbox"/> <b>Cash Funds from a Sponsor</b> <i>To be given to me every year   Sponsor's Name:</i>	\$ _____
<input type="checkbox"/> <b>Cash Funds from a Sponsor</b> <i>To be given to me every year   Sponsor's Name:</i>	\$ _____
<input type="checkbox"/> <b>Free Room and Board from a Sponsor</b> <i>With whom I will live   Sponsor's Name:</i>	\$ _____
<input type="checkbox"/> <b>On-Campus employment</b> <i>Complete this only if you have a firm offer of employment or are presently working on campus. Attach evidence.</i>	\$ _____
<b>Total amount available to me every year of study.</b> <i>(This amount must be the same or more than your minimum annual costs.)</i>	\$ _____

## **THE FOLLOWING DOCUMENTS ARE ATTACHED TO PROVE MY FUNDING**

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### **My personal documents**

- Bank/asset statement
  
- Proof of income/assets

### **Funds from this School**

- Award letter
  
- Copy of contract

### **Cash Sponsor's documents**

*I understand that all three types of evidence MUST be attached*

- Affidavit of Support
  
- Proof of Income
  
- Bank Statement

### **Free Room and Board Sponsor's Documents**

*Attach all four*

- Affidavit of Support
  
- Proof of Income
  
- Bank Statement
  
- Lease, deed, rent receipts, or utility bill (that is, proof of residence)

## SPONSOR'S AFFIDAVIT AND 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 New York Academy of Art 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 that promised support force students to drop out of school and cause pain and suffering. Do not expect that the students will be able to help support 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 the 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 scan, mail or fax to us with the application for Form I-20. The student will need to keep the originals to present to control at the visa interview.

### SUPPORTING EVIDENCE REQUIRED

1. **Proof of income (*any of the following*) with most recent pay stub:**
  - Income tax returns to receipts, or
  - Pay stubs for last six months, or
  - 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.*

**THIS IS MY 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 New York Academy of Art.

My relationship to the student is: \_\_\_\_\_  
*Parent, spouse, brother/sister, friend*

My address is:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

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

Name	Relationship to me	Age
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Name	Relationship to me	Age
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Name of 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 AND PROOF OF 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 New York Academy of Art. (The student cannot be required to provide you with any services such as, babysitting cleaning, etc., in exchange for 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 that promised support force students to drop out of school and cause pain and suffering. Do not expect that the students will be able to help support 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 the 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 scan, mail or fax to us with the application for Form I-20. The student will need to keep the originals to present to control at the visa interview.

### SUPPORTING EVIDENCE REQUIRED

- 1. Proof of income (*any of the following*) with most recent pay stub:**
  - Income tax returns to receipts, or
  - Pay stubs for last six months, or
  - 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.

## THIS IS A SWORN PROMISE OF FREE ROOM AND BROAD

I, \_\_\_\_\_ promise that for each year of his/her study at the  
*My Name*

New York Academy of Art, \_\_\_\_\_ will live free of charge with  
*Full Name of Student*

me in my home at: \_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip* Phone: \_\_\_\_\_

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I own this property

I rent this property

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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*

My proof of income 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:** \_\_\_\_/\_\_\_\_/\_\_\_\_