



I-20 Request Form for F-1 Visa

Congratulations on your admission to CCA! Now that you have been accepted, the next step is to fill out this I-20 Request Form and submit it, along with supporting documentation, so we can send you your CCA I-20.

The following information is provided by the International Student Affairs and Programs Office (ISAP). You may contact ISAP with questions by email at isap@cca.edu.

What is a Form I-20 and why do you need one?

The Form I-20 is a U.S. government form issued by designated school officials at CCA. It states that the student named on the form has been accepted for a full-time course of study at CCA and that the school has reviewed financial documents needed to prove that the student has the financial means to live and study in the US for the full duration of his/her program. (Federal Regulation 8 C.F.R. § 214.3(k)(2); § 214.4(a)(1)(ix)). Getting an I-20 is a critical step in obtaining a F-1 student visa. Without an I-20, it is not possible to obtain a student visa or maintain lawful F-1 status in the U.S.

Send in your completed I-20 Request Form as soon as possible.

The ISAP Office needs time to process your documents and issue your I-20, which you will need before making a visa appointment. To help ensure that you will be able to arrive in time for the start of your program at CCA, it is important to send in your I-20 Request Form as soon as possible. There can be long delays for visa appointments in the summer months. Check the visa appointment wait times at the embassy in your home country at this website: http://travel.state.gov/visa/temp/wait/wait_4638.html.

If you are in the U.S. as an F-1 student, contact the ISAP Office before any international travel.

Students who are currently in the U.S. in F-1 status at another school should contact the ISAP Office at isap@cca.edu before traveling internationally, so we can make sure you travel and re-enter with the correct I-20.

Instructions for Completing this Form and Receiving Your I-20

1. Fill out ALL sections of this form completely and gather supporting documents (complete checklist is on page 3). Incomplete information will result in a delay in processing and issuing your I-20. *Please note: You cannot make a visa interview appointment until you have your CCA issued I-20.*
2. Send the original and completed I-20 Request Form (pages 4, 5, and 6 [if applicable]) and supporting documents to:

Enrollment Services Office
California College of the Arts
1111 Eighth Street
San Francisco, CA 94107 USA

Funding Requirements and Documentation

Federal regulations require all students applying for an F-1 visa to show proof of sufficient funding for their first year of school, with expected sources of funding for the remaining years of their program. To meet this requirement, you must show proof of funding that meets or exceeds the total listed on the next page (page 3) for your program. Please note that the amounts listed on page 3 are standardized, minimum amounts and living expenses and other costs are only an estimate. A student's actual expenses may vary. Tuition and fees are subject to change on a yearly basis. All full-time students at CCA are required to purchase the CCA medical insurance plan.

Your funding sources and documentation must meet ALL requirements below.

Sources of Funding

- *Personal funds:* Students can use their own funds to either partially or fully support themselves. If you will use your personal funds, the bank statement must be for an account in your name.
- *Sponsorship (family or other):* It is very common for students to have one or more sponsors such as parents or close relatives. If someone other than you is sponsoring all or part of the cost of your education, you must submit original bank documents, along with an original letter of support confirming the sponsorship, from each sponsor. **Each sponsor** must fill out a Letter of Support (page 6).
- *Scholarships:* Awards may be used as a source of funds for the Form I-20. You must include an award letter from the private or government scholarship board stating how much money is to be given and for how many years. If you have received a CCA scholarship, be sure to note the name and amount on page 5.
- *Educational loans:* Educational loans must be fully approved and you must provide an approval letter. The only condition that may be placed on loan disbursement is showing the bank an I-20.

Financial documentation must meet ALL of the following requirements:

- Must be an original bank statement or letter on bank letterhead that is signed by a bank official.
- Must be in English. If the original is not in English, then you must provide both the original bank statement or letter and an English translation.
- The currency must be clearly indicated on the bank statement or in the letter.
- There must be a specific account balance listed on the document. If a sponsor wishes to keep their bank balance or income private, bank documents must say that the account balance is "more than" an amount that is clearly specified.
- The funds must be in a checking, savings, or money market account and must be currently deposited and readily available. If the funds will be frozen for a period of time after issuance of the bank statement, they must be unfrozen and available by the program start date.
- The documents must have been issued within the last four months. This means that the date of issuance must be within four months of the time they are submitted to Enrollment Services.
- All bank documents must be originals; faxes, photocopies, and emailed documents will not be accepted. *Please note: originals will not be returned.*

Types of documentation and/or funding that are NOT ACCEPTABLE include, but are not limited to: Investment accounts including stocks, bonds, money market funds and mutual funds; proof of income such as tax returns, pay stubs, or salary verification letter; appraisal of real property such as a house or jewelry; available balance on a credit card; pensions or other retirement accounts; bank statements or letters that indicate a balance range (e.g. "high five figures").

Undergraduate Required Funding Amounts

Program	Tuition & Fees	Living Expenses	Other Costs*	Total (must show proof of this amount)
Undergraduate	\$46,776	\$10,039	\$11,290	\$68,105
Undergraduate Summer Start	\$53,076	\$12,289	\$11,290	\$76,655

*Other costs include medical insurance, books, supplies, transportation, food, and other personal expenses.

Graduate Required Funding Amounts

Program	Tuition & Fees	Living Expenses	Other Costs*	Total (must show proof of this amount)
Graduate Summer Start	\$61,948	\$10,460	\$12,700	\$85,108
Graduate (all programs not listed separately below.)	\$49,230	\$8,210	\$12,700	\$70,140
MFA, Writing and MA Curatorial Practice	\$39,384	\$8,210	\$12,260	\$59,854
MDes, Interaction Design and MA, Social Practice	\$59,076	\$9,120	\$13,970	\$82,166
MA, Visual and Critical Studies	\$29,538	\$8,210	\$11,820	\$49,568

*Other costs include medical insurance, books, supplies, transportation, food, and other personal expenses.

Additional Required Funding Amounts for F-2 Dependents (Spouse or child ONLY)

Only a legally married spouse and/or dependent children (unmarried and under the age of 21) are considered dependents. You must show proof of additional funds to support dependents.

In addition to the total cost for your program shown above, you must show proof of an additional \$7,400 for your spouse and \$5,500 per child.

I-20 Request Form Checklist

Before sending in your I-20 Request Form, please be sure you have included ALL items listed below. **Missing or incomplete documentation will delay the processing and issuance of your I-20.**

A complete I-20 Request Form will include **ALL** of the following:

- ___ I-20 Request Form with all sections fully completed
- ___ Clear photocopy of student's (and any dependents') passport photo page
- ___ Original bank statements or documents showing proof of funding for each source of funds listed on page 5. *Please note: bank documents will not be returned.*
- ___ Sponsor Letter of Support (see page 6) from each sponsor listed on page 5. Use as many copies of page 6 as necessary.

F-1 students in the U.S. requesting a SEVIS transfer must also submit:

- ___ Photocopy of current F-1 visa
- ___ Completed Request for SEVIS Release form
(form can be found here: <https://www.cca.edu/admissions/international/applicants>)

Sponsor Letter of Support

If one or more sponsors is indicated on page 5 of this form, each sponsor listed must submit a separate letter of support confirming willingness and ability to use the specified funds for the student's education. Please use as many copies of this page as necessary.

Instructions for Sponsors:

- Review the requirements for sources and documentation of funding on page 2 of the I-20 Request Form to ensure that the funding you are providing meets all requirements.
- Make sure that the information in this letter matches the bank documents you are providing to the student.
- Be sure to fill in this letter template *fully*.

Incomplete forms, non-acceptable sources of funding, and mismatched bank information will delay the processing and issuance of the student's I-20.

Date: ____ / ____ / ____
month day year

Sponsor's Name: _____

Address: _____

City: _____ State/Province: _____

Postal Code: _____ Country: _____

Relationship to Student (please check one):

Parent

Other. Please specify: _____

To whom it may concern,

I, _____, certify that I will reserve up to \$_____
print name amount in U.S. dollars

per year for ____ years in account number _____ at _____
number of years account number name of bank/financial institution

to support _____ in his/her studies at California College of the Arts.
full name of student (as it appears in passport)

Sincerely,

signature of sponsor