

HOW TO OBTAIN YOUR FORM I-20

In order to receive your Form I-20 so you can secure your Student Visa and enter the United States as an AMDA student, you must complete the Application for I-20 and submit a copy to AMDA. Keep the originals for your Visa interview. You can send documents to AMDA by mail or fax to the appropriate campus using the information listed below.

AMDA Requires the Following:

- A completed AMDA Application for I-20, including official bank signature and seal for personal financial contributions (if applicable.)
- Proof of English Language Proficiency (where applicable) through the TOEFL or its equivalent
- Completed Sponsor's Affidavit Form(s.) If using financial sponsor(s), this form must be signed by the sponsor(s) and include a bank official signature and seal

What is a financial sponsor? A financial sponsor is the person(s) or organization who commits to provide a nonimmigrant monetary funding to pay for some or all of the education in the US (inclusive of tuition, housing/living expenses, etc.). The sponsor must sign the sponsor's affidavit as well as provide a bank statement (or other verifiable financial information such as bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant) to the school demonstrating in liquid (cash available) assets the amount of funding to be provided for each year of attendance. The sponsor's 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 in school. Students who violate 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 (e.g. bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant, or proof of loan approval from your loan institution.) Note that all documents must be in English
- Photocopies of all necessary documents. DO NOT send original documents. You will turn in the originals after your arrival at AMDA
- Photocopy of your passport
- Photocopy of your Form I-94 (departure/arrival card) if applicable

NOTE: As with all AMDA students, first semester payments are due 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

We recommend submitting all necessary documents as soon as possible. The process for issuing the Form I-20 in the United States is through a system called SEVIS (Student and Exchange Visitor Information System). Once we have received and reviewed your Application for I-20, 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:

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Admissions-LA@amda.edu

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AFTER YOU RECEIVE YOUR FORM I-20 FROM AMDA

Pay the SEVIS Fee:

All SEVIS Form I-20 recipients will be required to pay a fee.

- Applicants who require a visa to enter the United States must pay the SEVIS fee seven days before going to the U.S. embassy or consulate for their visa interview.
- Canadian students must pay this fee seven days a prior to entry into the U.S. and present the internet receipt at the time of entry.
- Payment of the fee can be made by credit card at www.FMJfee.com. An internet receipt (I-797) must be printed and brought to the visa interview.

Make an Appointment with the US Embassy in your home country:

Students are eligible to apply for a Student Visa no more than **120 days prior** to the start of school. It is important that you secure a 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 the appointment to ensure that you have ample time to go through this process.

Be prepared to submit the following at your Visa interview:

- The Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) as provided to you by AMDA
- Online Nonimmigrant Visa Electronic Application, Form DS-160. Visit http://travel.state.gov/visa/forms/forms_4230.html for the online application.
- A valid passport
- One 2x2 photograph. Visit http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html for photo requirements
- A MRV fee receipt to show payment of the visa application fee
- The SEVIS I-901 fee receipt

For a list of Visa Fees go to - <http://www.immihelp.com/visas/fees.html>

All applicants should also be prepared to provide:

- Transcripts and diplomas from previous institutions attended
- Scores from standardized tests required by the educational institution such as the TOEFL or it's equivalent
- Financial evidence that shows you and/or your sponsors you have sufficient funds to cover your tuition and living expenses during the period of your intended study. You should have the original AMDA application for I-20 and all supporting documents ready to present at your Visa interview.

Once you have received your Student Visa, you may not enter the United States more than 30 days prior to the start of class. For students enrolling in the next available semester, you must submit this form as soon as possible to ensure proper time to secure your visa.

Canadian Students: Canadian citizens are not required to apply for an entry visa at a U.S. Embassy or consulate. The Form I-20 will be stamped at the border as you enter the United States. You will need to show all financial documents to the border patrol at that time. Please note that Canadian students are subject to the same regulations regarding requirement for full-time study and all other provisions for maintaining status as other international students. **It is important for Canadian students to be vigilant about entering the United States in proper student status, as immigration inspectors are accustomed to admitting Canadian citizens as visitors.**

AMDA is authorized under federal law to enroll non-immigrant alien students at the New York and Los Angeles campus.

REGARDING PAYMENTS

When making Tuition/Housing Payments to AMDA, the preferred method of payment is by wire transfer. Please contact your Admissions Advisor for complete wire transfer instructions.

NOTE: The receiving bank charges a \$25.00USD fee for all wire transfers. Additionally, a fee may be charged by the remitting bank. All fees are the responsibility of the sender and should not be deducted from the amount due to AMDA. Please make arrangements to pay all bank fees independent of the amount due.

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

In the situation where wire payments are not possible, one of the following methods may be used:

▪ Credit Card Payment

You may make a credit card payment by visiting www.amda.edu/payments or contact the Admissions Office at the campus you plan on attending. MasterCard, Visa, Discover and American Express are accepted.

▪ International Money Order

Obtain a guaranteed bank check payable in U.S. Funds. Checks should be made payable to AMDA.

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

IMPORTANT INFORMATION

Now that you are planning to study in the United States - here are some things to be aware of...

▪ DO NOT send original documents to AMDA.

You should send photocopies of all necessary documents to AMDA. You will need the originals of all documents when you visit the American Embassy or consulate to obtain your student visa after receiving your Form I-20 from AMDA.

▪ 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 U.S. you could be guilty of "fraudulent entry" and refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easier to enter the country as a visitor and change your status. It is not true.

▪ DO NOT enter the United States without Visa or passport.

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you can enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

▪ No off-campus employment is allowed.

▪ When entering the United States, be sure to have your Form I-20 stamped and get your Form I-94 so you are official as a student.

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Detach and complete the following pages. Submit to the appropriate campus listed below.

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PART I - PERSONAL INFORMATION

Name (Legal): _____
Last First Middle

Mailing Address: _____
Number and Street Apt #

City State Zip/Postal Code Country

Telephone: () _____ E-mail: _____

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

Country of Birth: _____ Marital Status: _____

Country of Citizenship: _____ # of Dependents (if any): _____

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

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

If yes, name source: _____

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

PART II - PROGRAM INFORMATION

Intended Semester Start (check one):

Summer 2012 (starts July 2012) Fall 2012 (starts Oct. 2012) Spring 2013 (starts Feb. 2013)

Campus: New York Los Angeles

Program: Two-Year Studio Conservatory Two-Year Integrated Conservatory Two-Year Dance Theatre 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 graduates of AMDA's conservatory program only:

Alumni BFA Acting (LA campus only) Alumni BFA Musical Theatre (LA campus only)
 Alumni BFA Dance Theatre (LA campus only) Alumni BFA Performing Arts (LA campus only)

PART III - IMMIGRATION INFORMATION

If you are in the United States NOW, complete this section. If not, go on to PART IV.

What is your INS Admission Number? _____
 This is found on your Form I-94 Departure Record (the white card) stapled in your passport opposite your visa.

What is your Immigration Status?
 ♦ For F-1 Status - What is the name of the school you last attended? _____
 INS requires that you complete a school transfer procedure no later than two weeks after the semester begins. Please provide a phone number at which we may contact you with more transfer information.

♦ For all other Statuses - What is your current status? _____
 Not all classifications are transferable. Before you fill out your Application for I-20, we would like to advise you. Please call your Admissions Advisor at AMDA.

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

PART IV – STATEMENT OF FUNDS

Semester Start:	Summer 2012	Fall 2012	Spring 2013
Tuition	\$29,660.00	\$31,008.00	\$31,008.00
Fees	\$300.00	\$300.00	\$300.00
Housing	\$6,700.00	\$6,700.00	\$6,700.00
*Expenses	\$6,000.00	\$6,000.00	\$6,000.00
**STRF Fee (LA Only)	\$75.00	\$77.50	\$77.50
TOTAL (LA Campus)	\$42,735.00	\$44,085.50	\$44,085.50
TOTAL (NY Campus)	\$42,660.00	\$44,008.00	\$44,008.00

SOURCE(S) OF FUNDS : Totals listed above reflect cost of attendance per academic year. Enter funds *available/projected* (in U.S. Dollars) for each year of attendance below. First Year funding should reflect current *available* funds. First year funds listed should equal the total for the student's semester start as shown above. You may list *projected* funds for subsequent years of attendance. Tuition and Housing costs are subject to an increase in subsequent years.

*Living expenses for the year are estimated to be \$200 per week. This estimate includes the cost of food, transportation, laundry, and miscellaneous living expenses.
 ** STRF (Student Tuition Recovery Fund Fee) is charged only to students attending the Los Angeles Campus. The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California Residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

PART V – Personal Contribution

If you, the student have listed a “personal” contribution on page 2, you must complete this section. If not, go on to Part VI.

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

PART VI – SIGNATURE

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

Signature of Applicant

Date

AMDA
College and Conservatory of the Performing Arts
NEW YORK • LOS ANGELES

SPONSOR'S AFFIDAVIT - ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY

What does the affidavit mean?

By completing the affidavit on page 5, you are swearing to the United States government that you will provide this student with a specific amount of money for every year he or she is going to study at The American Musical and Dramatic Academy and live in the United States. You are also providing that you can afford the support you are promising with the documents you have attached.

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

How to complete this form:

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

- Provide the Proof of Financial Support

In order for you to demonstrate that you are financially capable of providing this cash 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 in U.S. currency.*

1. Proof of Financial Capability. You may provide a bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant, or proof of loan approval from your loan institution

2. Proof of Income. Provide one of the following:

- A letter on your employer's business stationary, stating your current income.
- A copy of your income tax returns or receipts showing your annual income.
- A copy of a current payroll stub showing your annual income.
- If you are self-employed and are unable to provide one of the above items, you may submit a letter from a bank official or private accountant, showing your estimated income. Please note that the income of a company will not be accepted as proof of your 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 have promised to contribute to the student's educational costs.

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SPONSOR'S AFFIDAVIT – This is my sworn promise of cash support

I, _____ promise that I can and
(Name: First, Last – please print)

will give no less than U.S. \$ _____ in cash for every year of the program
(amount in U.S. dollars)

of study at The American Musical and Dramatic Academy to: _____
(Full name of student: First, Last – please print)

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

Signature of Bank Official

Date

Place Official Bank Seal Here

My relationship to the student is: _____
(parent, spouse, brother/sister, friend)

My address is: _____

Telephone: _____ Fax: _____

E-mail: _____

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

Name of Dependent	Relationship to Me	Age of Dependent
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of employer _____

Annual Salary U.S. \$ _____ Other Income U.S. \$ _____ My Proof of Financial Support is attached:
(U.S. dollars) (U.S. dollars) Yes No

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

Signature of Sponsor

Date

If you have more than one sponsor, please photocopy and distribute this affidavit.