

Application for the SEVIS Form I-20

Due: May 15, 2020

Required Application Materials

- Form 1: Biographic and Degree Information
- Form 2: Certification of Finances, Affidavit of Support
- Copy of passport (photo page only)
- Original bank statement

- Copy of your F-1 student visa (if you already have one)
- SEVIS Transfer Form (if transferring to MSM from another U.S. school)
- Most Recent I-94 record (if you have previously attended school in the U.S.)
- Copy of all I-20s (if you have previously attended school in the U.S.)

Contact Information:

- ❖ Please address all immigration related questions to the Office of International Student Services (ISS) by email at: isa@msmny.edu
- ❖ All admission related inquiries should be directed to the Office of Admissions via email at: admission@msmny.edu



Travel Documents

An I-20, also known as a Certificate of Eligibility, is a financial document issued by SEVP certified schools. United States Citizenship and Immigration Services (USCIS) has given Manhattan School of Music permission to issue the Form I-20 to students who have met the academic and financial criteria for study at the institution. The office of International Student Services must receive the necessary financial documents from you in order to meet the federal requirements.

Complete applications need to be sent to the address provided at the bottom of this page. As our office works to process each application, the status will be updated on your individual MSM student portal page. Due to a high volume of applications, please allow 2 weeks from the date you mailed your application to see an update in the portal.

Once an application is approved, we will issue the I-20. You will then receive an email detailing how to have this document mailed to you.

Upon receipt of the I-20, you will be able to schedule an interview at a U.S. embassy or consulate to apply for the F-1 visa. If you already have a valid F-1 visa, you may use it to re-enter the U.S. For students transferring to Manhattan School of Music from another school in the U.S., you will see your previous school's name listed on the bottom of the visa. That is okay, as long as you present your new I-20 from MSM when entering the U.S. If you are currently in the U.S. and your F-1 visa has expired, that is also okay. An F-1 visa is an entry document and thus needs to be valid when entering the U.S. If you are inside the United States past the expiration date, that is completely acceptable. You will simply need to make arrangements to have it renewed the next time you travel internationally.

Because the application process for the I-20 and F-1 visa can take several weeks, it is extremely important to be prepared and plan ahead. Only original financial documents with official translations will be accepted in applying for an I-20. All original financial documents will be returned to you for use at your visa appointment. Be aware, the I-20 application deadline is May 1, 2020.

Mailing Address:

Manhattan School of Music
International Student Services
130 Claremont Avenue
New York, NY 10027

Canadian citizens do not need a visa to enter the United States; however, they must present an I-20 and financial documents to the United States Customs and Border Protection to obtain legal F-1 student visa status.

M Manhattan School of Music

Financing Your Studies

In order to present the best application possible at your F-1 visa interview, we strongly advise that an individual from your home country financially sponsor your studies (at least in part). A sponsor can be a family member or person unrelated to you. Multiple financial sponsors are permitted. At your visa interview, the consul must ensure that you have sufficient ties to your home country in order to issue a visa. Having your studies financed by a citizen of your country is one way to provide strong evidence of a tie to your home country.

Policy at Manhattan School of Music requires that your sponsor(s) show proof of funding for your first year of study and legally promise to support you for each successive year of the program.

This legal promise can be accomplished by submitting two things: an original bank statement and an Affidavit of Support.

Bank Statement Requirements: Your sponsor's bank statement must indicate a checking or savings account with the amount they have agreed to provide for you, at minimum. The bank statement does not need to reflect U.S. dollars but should show the equivalent in their preferred currency. The majority of financing needs to be in the form of readily available, liquid monies. We will accept only 50% of funding tied up in investments. Bank statements must be written in English or translated to English and dated after April 1, 2020. If you have multiple sponsors, each must submit a bank statement. All bank statements will be returned after the I-20 application review process.

Affidavit of Support Requirements: Each sponsor is required to sign the Affidavit of Support (Form 2) before an official notary public. By signing the Affidavit of Support, the sponsor is certifying that they will provide you with the funding for your first year of study, and barring unforeseen circumstances, each subsequent year of study.

Each year, students from countries all over the world successfully obtain a notarized Affidavit of Support. This is a requirement. Failure to submit a notarized Affidavit of Support will only delay your application, inhibit your ability to schedule a visa interview in a timely manner, and result in additional mailing costs. Therefore, we urge you to send a complete application, including a notarized Affidavit of Support, original bank statement, and all other application materials. If you have any questions or concerns, please contact International Student Services: isa@msmny.edu

Students who already have a valid F-1 visa may support themselves financially if they so choose. In this case, we will accept a bank statement in your own name. However, you must multiply the 'total estimated expenses' by the number of years of your program. For example, if you are accepted to the Bachelor of Music program, a 4-year degree, you will multiply the 'total estimated expenses' by 4 and need to show that amount, at minimum, in your bank account. Those in the Master of Music program will multiply by 2, as will those in the DMA program (because you will only be enrolled in coursework for the first 2 years of the program). This requirement is in place for an important reason. We must confirm that you have enough funding for the entirety of your studies. Opportunities to earn income during the academic year are extremely limited by law. Therefore, evidence of funding is required upfront. One-time grants and scholarships from your home country must be divided by the number of years of your program.

Some students are awarded scholarships from Manhattan School of Music. These are generally renewable and can be used to finance your studies annually and don't need to be divided by the number of years of your program.

Should you have questions, please submit them to: isa@msmny.edu and we will be happy to address them. Below are estimated costs for the upcoming academic year.

2020-2021 Academic Year:

Tuition & Fees	\$49,270
Housing	\$10,790
Health Insurance	\$2,505
Food	\$5,515
Books/Music	\$1,000
Transportation	\$1,600
Miscellaneous	\$3,000
Total Estimated Expenses	\$73,680

Part I: Personal Information

Please enter your name below **exactly** as it appears on your passport.

1	Family Name:		DO NOT WRITE (Reserved for MSM Administrator Notes)
2	Given Name:		
3	Middle Name:		
4	Country of Birth:		
5	Country of Citizenship:		
6	Date of Birth: (Month/Day/Year)		
7	Gender: (as disclosed on passport)	<input type="checkbox"/> Female <input type="checkbox"/> Male	
8	Email:		
9	Permanent Foreign Residence:	Street Address:	
		City:	
		District/Province:	
		Postal Code:	
		Country:	

Part II: Academic Studies

10	Do you have a Summer English Study (SES) requirement at MSM?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Degree:	<input type="checkbox"/> Bachelor of Music <input type="checkbox"/> Postgraduate Diploma <input type="checkbox"/> Master of Music <input type="checkbox"/> Doctor of Musical Arts <input type="checkbox"/> Professional Studies Certificate <input type="checkbox"/> Artist Diploma
12	Instrument/Major: (Please check one)	Instrument/major: _____ <input type="checkbox"/> Classical <input type="checkbox"/> Jazz <input type="checkbox"/> Contemporary

Part III: Additional Information

13	Please select one of the following:	<input type="checkbox"/> MSM is the first school I will attend in the U.S. <input type="checkbox"/> I am transferring to MSM from another U.S. school: _____ <small style="margin-left: 200px;">Name of school</small> <input type="checkbox"/> I attended MSM previously and will continue a new program in the fall. <input type="checkbox"/> I attended school in the U.S. previously but have been living in my home country for 5 months or more.
14	Do you already have an F-1 visa? If yes, what is the expiration date?	<input type="checkbox"/> Yes <input type="checkbox"/> No Visa Expiration Date: (Month/Day/Year) _____
15	Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married
16	If married, will your dependents accompany you to the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part IV: Dependents

Please provide information for any F-2 Dependents (Spouse and/or Child) accompanying you to the United States.

17	Name: (Given/ Middle/ Family)	Date of Birth: (Month/Day/Year)	Relationship to Student:	City & Country of Birth:	Country of Citizenship:
	1)				
	2)				

Form 2: Certification of Finances and Affidavit of Support

Please print this form for all sponsors. If you have only one sponsor, only one form is required. If you have multiple sponsors, multiple forms are required. Each form must be notarized by an official notary public.

Certification of Finances	
Source of Financial Support	Amount
Sponsor	\$ _____ Name of sponsor
Manhattan School of Music <small>(scholarship or award)</small>	\$ _____
Student Savings	\$ _____
Other <small>(scholarship or award)</small>	\$ _____
Total Financial Support <small>Amount should equal at least 73,680.00 USD</small>	\$ _____

Student Applicant:
<p>“I certify that the information listed above is true and complete. I understand that any misrepresentation may be cause for the denial of my request for Manhattan School of Music sponsored F-1 immigrant student status.”</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><small>Student signature</small> <small>Date</small></p>

Affidavit of Support	
To be completed by sponsor(s) and stamped by notary public.	
<p>I hereby certify that I, _____, am able, willing, and promise to provide <small style="margin-left: 100px;">Name of Sponsor</small></p> <p>for _____ with at least \$ _____ per year to meet their <small style="margin-left: 100px;">Name of Student</small> <small>Amount in U.S. Dollars</small></p> <p>expenses during each year of study at Manhattan School of Music. I have submitted a bank statement to prove that the promised financial resources are available.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><small>Sponsor's Signature</small> <small>Date</small></p>	
_____	_____
<small>OFFICIAL STAMP of NOTARY PUBLIC</small>	<small>SIGNATURE of NOTARY PUBLIC</small>
	<small>DATE</small>

SEVIS Transfer Form

This form is to be completed ONLY by international students currently in the United States in F-1 status at another institution and is for the purpose of transferring the student's SEVIS record to Manhattan School of Music.

Part I: Personal Information (to be completed by the student)		
1	Family Name:	
2	Given Name:	
3	Middle Name:	
4	U.S Street Address:	
5	City:	
6	State:	
7	Zip Code	
8	Email:	
9	Signature:	

Applicants should submit the I-20 application before their SEVIS record is transferred.

Part II: To be completed by DSO (Designated School Official) at current school		
1	To the best of your knowledge, is this student eligible for a SEVIS transfer? If no, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	SEVIS I.D. #	
3	SEVIS Release Date:	
4	SEVIS School Code for Manhattan School of Music: NYC214F000436000 Please mail or scan this SEVIS Transfer Form to: International Student Services Manhattan School of Music 130 Claremont Ave. New York , NY 10027 Phone: 917- 493-4460 Email: isa@msmnyc.edu	
5	Name and Title:	
6	Institution:	
7	Phone:	
8	Email:	
9	Designated School Official Signature:	
10	Date of Signature:	