INTERNATIONAL STUDENT SERVICES
The Art Students League of New York
215 West 57th Street, New York, NY 10019
tom@artstudentsleague.org
(646) 838-9138

OBTAINING THE FORM I-20

Certificate of Eligibility for F-1 Student Status

The information on the following pages explains how to obtain the Form I-20.
Please read and follow the directions completely to avoid delays in getting your I-20.

WHAT IS A FORM I-20 AND WHY DO YOU NEED ONE?

The I-20 is a government form that certifies your eligibility for F-1 nonimmigrant student status. That means that (1) you are or expect to be a "bona fide" student; (2) you meet the school's admissions requirements; (3) you will pursue a full course of study; (4) you proved to the school that you have the finances to study and live in the U.S. without engaging in unauthorized work or suffering economic hardship. **You need the Form I-20 to obtain the F-1 Student visa and nonimmigrant student status, or to remain in lawful F-1 status when transferring or changing schools within the U.S.**

RULES FOR OBTAINING YOUR FORM I-20

1. **YOU MUST BE A "BONA FIDE" STUDENT, ACCEPTED TO ONE OF THE FULL-TIME FOUR-YEAR CERTIFICATE PROGRAMS OFFERED AT THE ART STUDENTS LEAGUE:**
   FINE ARTS PAINTING, FINE ARTS PRINTMAKING, OR FINE ARTS SCULPTURE.

2. **YOU MUST PROVE THAT YOU CAN SUPPORT THE COSTS OF LIVING AND STUDYING IN THE U.S. FOR EVERY YEAR OF YOUR CERTIFICATE PROGRAM WITH THE ART STUDENTS LEAGUE. THIS IS REQUIRED BY THE U.S. GOVERNMENT IN ORDER TO ISSUE THE FORM I-20.**

3. **DO NOT EXPECT THAT YOU WILL BE ABLE TO WORK IN THE U.S. TO HELP MEET YOUR ANNUAL COSTS.** On-campus employment is very limited; off-campus employment is strictly controlled by the U.S. Department of Homeland Security.

4. **CAREFULLY REVIEW OUR SCHOOL'S "ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS" ON PAGE 2 OF THE APPLICATION TO CALCULATE YOUR "ESTIMATED ANNUAL COSTS." THIS IS THE AMOUNT THAT YOU MUST SHOW PROOF OF FOR SUPPORT OF EVERY YEAR IN YOUR PROGRAM OF STUDY.**
   (It will take four years for a certificate of completion in Fine Arts Painting, Printmaking, or Sculpture.)

5. **THESE REQUIREMENTS ARE NOT NEGOTIABLE.** The financial requirement represents 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 may cause hardship and distress. Students and their families should look closely at the costs of living in New York City and studying at The Art Students League in the Certificate Program and make careful plans to ensure your needs will be met.

6. **EXPECT ANNUAL INCREASES** in tuition and living costs of approximately 10%.

7. **WE MAY HAVE TO ASK YOU TO GIVE US MORE PROOF OF YOUR FUNDING** – perhaps more than once. The U.S. government requires that we be sure, to the best of our ability, that you will have enough financial support during your studies.

INSTRUCTIONS FOR OBTAINING YOUR FORM I-20

- ☐ Complete the *I-20 Application*, including all required financial information (see below).
- ☐ If applicable, have your sponsor(s) complete the *Sponsor's Affidavit* and attach the required documentation.
- ☐ Submit your application, documentation, and sponsors' affidavits via email to tom@artstudentsleague.org. Do not send original documents. Keep the original documents for your visa interview.
- ☐ It is strongly recommended that you submit your I-20 application, evidence, and sponsor's affidavit at the same time as you are applying to the League's certificate program.

FUNDING SOURCES & EVIDENCE REQUIREMENTS

YOUR FUNDING CAN COME FROM ANY COMBINATION OF SOURCES IN THE U.S. OR ABROAD

1. **PERSONAL FUNDS** come from your own resources, not those of anyone else. If another individual transfers money to your bank account, that individual is your financial sponsor, and 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.

2. **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 means being offered lodging and not having to pay rent or for food.
   - It is highly recommended that **at least part of your financial support comes from your home country.** This helps when applying for your student visa!
   - **Sponsors should promise only as much money as they are capable of providing.** 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 THAT WE DO NOT BELIEVE THE SPONSOR CAN AFFORD TO GIVE AS MUCH MONEY AS PROMISED. Sponsors should promise only what they intend to give and only as much as can be afforded.

3. **FUNDS FROM THIS SCHOOL** Art Students League support (in the form of merit or work-study tuition scholarships) will **not** cover the entire program of study or all expenses, so you will need additional support to meet your minimum annual costs. Note: International students are not eligible for tuition relief scholarships (also known as the Director's Scholarship).

COMPLETE THE APPLICATION FOR THE FORM I-20 AND SUBMIT WITH ALL THE REQUIRED EVIDENCE OF FUNDING DIRECTLY TO THE INTERNATIONAL STUDENT SERVICES OFFICE VIA EMAIL TO tom@artstudentsleague.org (DO NOT MAIL ORIGINAL DOCUMENTS; KEEP THEM FOR YOUR VISA INTERVIEW).

ALL DOCUMENTS YOU PROVIDE MUST BE:

- **Not older than two months**
- **In English.** ***(We cannot review documents that are not translated into English)***

EVIDENCE REQUIRED:

A. PERSONAL FUNDS:

BANK/ASSET STATEMENT(S) IN YOUR NAME: Monthly Statements, not older than two months, of balances and deposits.

B. SPONSORS OF CASH SUPPORT:

1. **SPONSOR'S AFFIDAVIT AND EVIDENCE OF ANNUAL CASH SUPPORT.**
   This form may be reproduced for each sponsor. All questions must be answered.
2. **PROOF OF INCOME.**

   Individual Sponsor:
   - If applicable, Statement of Employment from current employer indicating annual salary
   - Income tax return for most recent tax year
   - Pay stubs for most recent six months
   - Bank/investment statements for the last six months

   Company Sponsor:
   - Business registration
   - Licenses
   - Profit and loss statement
3. **BANK STATEMENT in the name of the sponsor *only*.** A monthly statement, not older than two months, of balances and deposits. Letters from bank officials will not be accepted in lieu of statements.

- **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.
- **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.
- **If a bank statement is in the name of more than one person,** each individual must submit an affidavit of support.
- **We cannot accept bank statements that do not specify monthly balances and deposits!**

C. 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:**
   - If applicable, Statement of Employment from current employer indicating annual salary
   - Income tax return for most recent tax year;
   - 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**

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

INTERNATIONAL & CERTIFICATE STUDENT SERVICES
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FORM I-20 APPLICATION

Certificate of Eligibility for F-1 Student Status

SECTION I: STUDENT INFORMATION

Full Name *Enter your name exactly as shown in your passport (First/Given Name), (Last/Surname/Family Name):*

Attach a copy of your passport identification page to this form.

Birth Date (MM/DD/YYYY): **City of Birth:**

Country of Birth: **Country of Citizenship:**

Permanent Address in Country of Residence:	**Address in the United States (if known):**
Number and Street	
City	
State/Province	
Postal Code	
Country	

Contact Information

Home Country Telephone: *U.S. Telephone:*

Email Address:

DEPENDENTS (SPOUSE/CHILDREN)

Students wishing to be accompanied by a spouse and/or children must provide copies of the identification pages of the dependents' passports and add funding in the amount of $8,500 for a spouse and/or $5,500 for each child per calendar year of intended study. Proof of family relationships must be provided: marriage certificate (spouse), birth certificates (children). All documents must be translated to English. Contact us if you have more than one dependent.

☐ I do not have dependents.

☐ The following dependents will accompany me: ☐ Spouse ☐ Child

Full Name *Enter name exactly as shown in your passport:*

Date of Birth (MM/DD/YYYY):

City of Birth:

Country of Birth:

COMPLETE THIS SECTION ONLY IF YOU ARE CURRENTLY IN THE UNITED STATES

What is your current Immigration Status?

☐ F-1 *What is your SEVIS ID Number?* N

What is the purpose of your requested Form I-20? (Check One)

☐ Transfer *("Transfer Recommendation" form will be provided upon acceptance.)*
☐ Change of Level at The Art Students League
☐ Regain F-1 Status

☐ Other ☐ Applying for Change of Status to F-1 ☐ Applying for New F-1 Visa (Initial Status)

(An appointment to see the International Student Adviser is required before the issuance of the Form I-20.)

Do you plan to travel outside the U.S. before school starts?

☐ Yes Dates of travel (departure-arrival):
☐ No

HOW DO YOU WISH TO RECEIVE THE I-20?

☐ E-Mail *(only to personal email address)*
☐ In-person pick-up from Art Student League office *(photo identification required)*
☐ Mail to Permanent Address listed above *(Express mail charges will apply)*

SECTION II: FINANICAL INFORMATION

ESTIMATED ANNUAL COSTS FOR INTERNATIONAL STUDENTS: 2024-2025

Which Certificate Program will you be pursuing?

☐ Fine Arts Painting ☐ Fine Arts Printmaking ☐ Fine Arts Sculpture

A. TUITION AND SCHOOL FEES

Tuition is for one academic year (two terms: fall and spring). Tuition does not include non-refundable school fees. Both tuition and school fees are subject to increase. Students are responsible for registering and paying the full semester tuition at the start of each term.

This table is an annual estimate of tuition and fees based on a student taking up to two full-time classes.

Program	Painting	Printmaking	Sculpture
Tuition	$5,580	$5,940	$7,250
Certificate Program Fee	600	600	600
International Student Fee	600	600	600
International Student Total	$6,780	$7,140	$8,450

ENTER TOTAL ANNUAL COSTS FOR TUITION AND FEES for selected program:	**$**

B. LIVING COSTS

Average living costs for a 12-month year are estimated below. This is a modest budget. It does not include a cell phone, for example. It is highly recommended that you estimate an additional 10%.
Transportation costs are calculated for local commuting only. Travel to/from the U.S., or the costs of owning a car are additional expenses. Students are responsible for providing their own art supplies. This amount varies depending on class selection.

HOUSING AND UTILITIES	$23,000	
FOOD	$4,000	
TRANSPORTATION	$1,800	
MEDICAL INSURANCE	$2,700	
ART SUPPLIES	$2,500	
TOTAL LIVING COSTS:		**$ 34,000**

C. 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: $8,500 for spouse and/or $5,500 for each child per calendar year of intended study.

TOTAL DEPENDENT COSTS:	**$**

D. TOTAL ESTIMATED ANNUAL COSTS

Complete this section by adding total amounts for A, B, and C to arrive at a total for annual costs.

A) TUITION AND FEES:	**$**	
B) LIVING COSTS:		**$ 34,000**
C) DEPENDENT COSTS:	**$**	
TOTAL ESTIMATED ANNUAL COSTS:	**$**	

Expect Annual Increases of Approximately 10% in Expenses

SECTION III: STATEMENT OF FINANCIAL SUPPORT

You must carefully read the instructions "OBTAINING THE FORM I-20" before completing the following section.
How will you be funded for every year of your program of study?
Please indicate your funding sources below and state how much will be provided or available to you every year:

SOURCE(S) OF MY SUPPORT	**Annual Amount**
Personal Funds: *The amount available to me from my own resources every year*	
Cash Funds from a Sponsor: *to be given to me every year* *Sponsor's name:*	
Cash Funds from a Sponsor: *to be given to me every year* *Sponsor's name:*	
Cash Funds from a Sponsor: *to be given to me every year* *Sponsor's name:*	
Free Room and Board from a Sponsor: *with whom I will live* *Sponsor's name:*	
On-campus employment: *complete this only if you have a firm offer of employment or are presently working on campus. Attach evidence.*	
Funds from this School: Renewable every year / Type:	

Total amount available to me every year of study.
This must be the same as or greater than your minimum annual costs.

$

The following documents are attached to prove my funding:
(Documents must be provided in or translated into English.)

Personal Funds documents:

- ☐ *Bank/asset statements*
- ☐ *Proof of income/assets*

Cash Sponsor's documents (attach all three)

- ☐ *Affidavit of Support*
- ☐ *Proof of Income*
- ☐ *Bank Statements*

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)*

STUDENT ATTESTATION

I affirm that the information provided in this application is true and correct. I understand that providing false or misleading information will result in revocation of admission or withdrawal from the Art Students League Certificate Program.

Signature of Student	*Date*

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SPONSOR'S AFFIDAVIT
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 Art Students League of New York 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 the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the 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 an affidavit is rejected is insufficient proof that a sponsor can afford to provide the promised funding.
- Sign and date the affidavit.
- Attach the supporting evidence listed below. ***ALL DOCUMENTS MUST BE ORIGINALLY IN ENGLISH OR OFFICIAL TRANSLATIONS INTO ENGLISH OF ORIGINAL DOCUMENTS.***
- The affidavit will not be accepted without the required supporting evidence.
- Send this form together with the supporting documentation as PDF files to tom@artstudentsleague.org.
- The student will need to keep the originals to present to a consular officer at the visa interview.

SUPPORTING EVIDENCE REQUIRED (DOCUMENTS MUST NOT BE OLDER THAN TWO MONTHS):

1) Proof of income *(either of the following)*:

- Income tax return for most recent tax year
- Pay stubs for last six months

2) Bank statement in your name *only*. A monthly statement of balances and deposits.

- Bank/investment statements for the last six months
- *If another person's name appears on your bank statement, that person must also complete a separate affidavit. A letter from a bank officer will not be accepted.*

SWORN PROMISE OF CASH SUPPORT

I, _____ ***, promise that I can and will give***
Full name of sponsor

_____ ***no less than U.S. $*** _____
Full name of student

in cash for EVERY YEAR of the student's program of study at The Art Students League of New York.

My relationship to the student is _____
(Parent, spouse, brother/sister, friend, etc.)

Home Address:

_____

_____

Telephone: _____ Email: _____

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*
_____	_____	_____
Name	*Relationship to me*	*Age*

Name of employer: _____

Annual salary: _____ (USD) Other income: _____ (USD)

☐ I have attached my proof of income and bank statements.

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

_____
Signature of Sponsor

_____
Date

The ART STUDENTS LEAGUE

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SPONSOR'S AFFIDAVIT
PROOF OF FREE 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 Art Students League of New York. (The student cannot be required to provide you with any services such as, babysitting, cleaning, etc., in exchange for the 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 the promised support force students to drop out of school and cause pain and suffering. Do not expect that the student will be able to help support the costs through employment. Employment is strictly controlled by the U.S. Department of Homeland Security and is very limited.

HOW TO COMPLETE THIS FORM:

- Fill this form out completely in English or have it officially translated into English.
- Sign and date the affidavit.
- Attach the supporting 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 mail with the application for the Form I-20. <u>The student will need to keep the originals to present to a consular officer at the visa interview</u>.

SUPPORTING EVIDENCE REQUIRED (DOCUMENTS MUST BE NO OLDER THAN TWO MONTHS):

1. **Proof of income (any of the following):**
   - Income tax return for most recent year
   - Pay stubs for last six months
2. **Bank statement in your name *only*.**
   - Bank/investment statements for the last six months (monthly statement of balances and deposits)

   If another person's name appears on your bank statement, that person must complete a separate affidavit.
3. **Copy of your deed, lease** to prove that you are the person who owns or rents the property.

   If another person's name appears on your bank statement, that person must complete a separate affidavit.

SWORN PROMISE OF FREE ROOM AND BOARD

I, _____ ***, promise that for each year of his/her study,***
Name of sponsor

_____ ***will live free of charge with me in my home at:***
Full name of student

_____
Address

_____Phone: _____
City, State, Zip

☐ I own this property ☐ I rent this property

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:_____
E.g. Parent, spouse, brother/sister, friend, etc.

☐ I have attached my proof of income and are attached

☐ I have attached my deed or lease

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

_____
Signature of Sponsor

_____
Today's Date

The ART STUDENTS LEAGUE