

CONTACT:**ENTERING STUDENTS**Office of Admissions | eo@berklee.edu**FYA, CONTINUING and RETURNING STUDENTS**International Student Services | iss@berklee.edu**TABLE OF CONTENTS****PAGE NUMBER**

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Congratulations on your acceptance to Berklee, and welcome to our community. We are here to answer any questions you may have about being a student at Berklee and living in Boston.

International students who wish to study in the U.S. need to obtain F-1 visa status – the immigration status that will allow them to enroll as full-time students. You will first need to get an **I-20** from Berklee, and then an **F-1 visa** from the **U.S. consulate or embassy** in your home country. These documents together will allow you to enter the U.S. in F-1 status.

INSTRUCTIONS:

1. **Read the entire packet carefully** before filling out any of the forms. This packet is designed to walk you step-by-step through understanding and completing the I-20 application process.

ENTERING STUDENTS ONLY: Before completing any forms, you must confirm your intent to enroll. Login to your application account to accept your offer of admission and pay your tuition deposit.

2. **Complete all required forms** in the I-20 Request Packet.
3. **Gather all required financial documents** such as bank statements as indicated on the Funding Worksheet.
4. **Submit your complete I-20 Application Packet via email** to the appropriate office, indicated on the I-20 Request Packet Checklist (page 2). We will review your documents and contact you by email if any additional information is required.
5. **Receive your I-20 in the mail.** Your I-20 will be shipped to the mailing address you provided on the International Student Information Form.
6. **Pay the I-901 SEVIS Fee online.** You need your I-20 to pay the SEVIS fee – do not attempt to pay the SEVIS fee until you receive your I-20.
7. **Schedule your F-1 visa interview** at the U.S. embassy or consulate in your home country.

CITIZENS OF CANADA OR BERMUDA are not required to apply for an F-1 visa. Upon arriving at the U.S. port of entry, you will need to present your passport, I-20, SEVIS fee receipt, and supporting financial documentation in order to be admitted to the U.S. in F-1 status.

I-20 REQUEST PACKET CHECKLIST

INSTRUCTIONS:

1. Use this checklist to ensure you have obtained all required documents for your I-20 request.
2. Once you have all of your required documents, scan or take a photo of each document and **email the complete package to the appropriate office:**

ENTERING STUDENTS: eo@berklee.edu

FYA/CONTINUING/RETURNING STUDENTS: iss@berklee.edu

ITEMS 1-5 REQUIRED FOR ALL STUDENTS:

- 1) **International Student Information Form**, completed (page 3)
- 2) **Copy of the biographical page(s) of your passport**, showing photo, personal information, and expiration date
- 3) **Funding Worksheet for F-1 Students**, completed (page 6)
 - Your total available funds must be *equal to or greater than* your total expenses
- 4) **Corresponding bank letter/statement or award letter** for each funding source indicated on the funding worksheet
- 5) **Statement of Financial Support** (page 7) completed by each sponsor indicated on the Funding Worksheet
- 6) **Required only for students TRANSFERRING from another U.S. school:**
SEVIS I-20 Transfer Form (page 9): I have completed Part 1 and forwarded the form to the International Advisor at my current school. **Do not request that a Terminated SEVIS record be transferred to Berklee.**
- 7) **Required only for students with DEPENDENTS who will live with them in the U.S.:**
Dependent Information Form, completed (page 8)

For accompanying **dependent spouse**, also submit:

- (a) Copy of your marriage certificate (with word-for-word translation if not in English)
- (b) Copy of the biographical page of your spouse's passport

For each accompanying **dependent child**, also submit:

- (c) Copy of your child's birth certificate (with word-for-word translation if not in English)
- (d) Copy of the biographical page of your child's passport

INTERNATIONAL STUDENT INFORMATION FORM

PASSPORT INFORMATION

Write your information exactly as it appears in your passport.
Also complete the Dependent Information Form on page 8 if you have dependents who will accompany you to the U.S.

FAMILY NAME: _____

GIVEN NAME(S): _____

SEX: MALE FEMALE DATE OF BIRTH: _____
MONTH/DAY/YEAR

CITY OF BIRTH: _____

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

DEPENDENTS WHO WILL LIVE WITH YOU IN THE U.S.:
 NONE SPOUSE CHILDREN: _____
number

STUDENT INFORMATION

STUDENT ID: _____

SEMESTER OF ENTRY/RETURN: _____

ACADEMIC PROGRAM:

- | | |
|---------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Berklee College of Music | <input type="checkbox"/> Boston Conservatory at Berklee |
| <input type="checkbox"/> PROFESSIONAL DIPLOMA | <input type="checkbox"/> BACHELOR'S |
| <input type="checkbox"/> BACHELOR'S | <input type="checkbox"/> MASTER'S |
| <input type="checkbox"/> MASTER'S | <input type="checkbox"/> GRADUATE PERFORMANCE DIPLOMA |
| <input type="checkbox"/> BERKLEE SUMMER SEMESTER | <input type="checkbox"/> PROFESSIONAL STUDIES CERTIFICATE |
| <input type="checkbox"/> MEIP | <input type="checkbox"/> MEIP |

PERMANENT ADDRESS

Write in English your permanent home address outside of the U.S.

STREET: _____

CITY: _____

(PROVINCE): _____

COUNTRY: _____

POSTAL CODE: _____

PHONE NUMBER: _____

EMAIL: _____

MAILING ADDRESS FOR I-20

- same as my permanent address
 different address (write the address below)

NAME: _____

STREET: _____

CITY: _____

(PROVINCE): _____

COUNTRY: _____

POSTAL CODE: _____

PHONE NUMBER (if different): _____

EMAIL (if different): _____

CURRENT U.S. VISA STATUS (Entering and Returning Students Only)

Check the box(es) below that describe your current U.S. visa status:

- I am outside the U.S.
 I am in the U.S. in F-1 status because: I am a current student at another U.S. school OR I am on OPT

NAME OF SCHOOL: _____

Your SEVIS record will be transferred to Berklee from your school. Complete and submit the SEVIS I-20 Transfer Form (page 9)

- I am in the U.S. on another visa type and plan to study on this visa; I do not need immigration documents from Berklee

VISA TYPE: _____

FINANCIAL INFORMATION FOR F-1 STUDENTS

F-1 visa regulations do not permit students to work off-campus (this includes playing gigs) during their first year in the U.S. Moreover, off-campus employment options for a student's subsequent years are extremely limited.* As a result, U.S. federal immigration regulations require that all F-1 visa applicants prove that they have enough funds for the total estimated cost of attending Berklee and living in Boston for one academic year (nine months). The total estimated cost includes both direct expenses like tuition and fees, and indirect expenses such as standard estimates for housing, meals, books and supplies, travel, health insurance, and incidental expenses. This is an **estimate** – actual expenses may vary depending on the student's choice of housing and lifestyle.

In order for Berklee to issue an I-20, students are required to submit documentation to the school proving access to a minimum amount of funding for his or her program, listed in the chart below. The proof and amount that you document and submit to Berklee will be noted on your I-20, and you will need to present the same documentation at your F-1 visa interview.

* for a more detailed explanation of work options for F-1 visa holders, visit: studyinthestates.dhs.gov/working-in-the-united-states

Use these guidelines and the Funding Worksheet (page 6) to calculate your expenses, your available funds, and organize your financial documentation for submission to Berklee:

1. **Find your program and amount to document** in the Estimate of Expenses for I-20 Issuance chart at the bottom of the page. Write this information on the Funding Worksheet. Use the Funding Worksheet to calculate your expenses, your available funds, and track your financial documentation before you submit this packet to Berklee.
2. **Determine the source of your funds.** Typically, students have the following funding sources: a Berklee scholarship, personal funds, family funds, or private/government scholarships.
3. **Collect proof of funding.** You will need to provide letters and statements which prove that you and/or your sponsors have the necessary funds to support the cost of attending Berklee and living in Boston for one academic year.
Required documentation for each type of funding is as follows:

BERKLEE/CONSERVATORY SCHOLARSHIP

- submit a copy of your award letter

PERSONAL FUNDS

- submit a current letter from your bank (see page 5 for an example of an acceptable bank letter)

FUNDS FROM FAMILY or OTHER PRIVATE SPONSOR

- submit a current letter from each sponsor's bank
- submit a Statement of Financial Support (page 6) signed by each sponsor

GOVERNMENT or INTERNATIONAL ORGANIZATION

- submit a letter from the government/organization on their official letterhead
- the letter must be signed by an authorized representative, detail the terms of your award, state the duration of the award, and include the exact total amount of your award

4. **Submit all documents with your I-20 packet.** You must allow enough time for processing your I-20 request, shipping the documents to you, and obtaining your F-1 visa (if needed). You must arrive in Boston in time for the first day of check-in and international pre-orientation. Please refer to the deadlines listed here: berklee.edu/accepted-undergraduate/visa-information.

2020-2021 ESTIMATE OF EXPENSES FOR I-20 ISSUANCE

BERKLEE COLLEGE OF MUSIC

ACADEMIC PROGRAM

	AMOUNT TO DOCUMENT
Professional Diploma	\$ 67,180
Bachelor's Degree	\$ 73,320
Master's Degree	\$ 70,200
Berklee Summer Semester Program	\$ 29,978
MEIP (Summer 8-week only)	\$ 10,000
MEIP (Fall or Spring for age 30 or under)	\$ 30,475
MEIP (Fall or Spring for age 31 or over)	\$ 31,835
Dependent Spouse	\$ 8,200
Dependent Child (amount per child)	\$ 5,300

BOSTON CONSERVATORY AT BERKLEE

ACADEMIC PROGRAM


	AMOUNT TO DOCUMENT
Bachelor's Degree (B.M., B.F.A.)	\$ 71,220
Master's Degree (M.M., M.F.A.)	\$ 67,110
Graduate Performance Diploma	\$ 49,250
Artist Diploma/Professional Studies Certificate	\$ 49,250
MEIP (Summer 8-week only)	\$ 10,000
MEIP (1 semester for age 25-30)	\$ 30,475
MEIP (1 semester for age 31-40)	\$ 31,835
Dependent Spouse	\$ 8,200
Dependent Child (amount per child)	\$ 5,300

ACCEPTABLE PROOF OF FUNDING

The financial documentation requirements defined here for I-20 issuance are the same as those established by the U.S. Department of State for granting an F-1 visa. Be sure to keep your original documentation to present during your F-1 visa interview.

ACCEPTABLE BANK LETTER

For I-20 purposes, a letter issued by a bank must meet the criteria listed below. The **red numbers** on the letter correspond with one of the **required elements** listed here:

 1


Bank Name
Address
Phone | Email


[issue date] 2

To Whom It May Concern:

This is to certify that Sally Sponsor holds a savings account in account number 123456. The current available balance is 20,000 Euro. Funds may be withdrawn from this account at any time without penalty.

This letter has been issued at the request of Sally Sponsor for the purpose of supporting the educational and living expenses of her son, Joe Student, in the United States.

Sincerely,
 9
Bob Banker, Manager

 10

11

- 1) printed on official bank stationery
- 2) issue date: within nine months of student's I-20 request
- 3) name of account holder
- 4) type of account
- 5) account number
- 6) exact current available balance
- 7) type of currency
- 8) statement that funds are current and liquid
- 9) signature of bank official
- 10) bank stamp
- 11) the letter is written in English

If you do not wish to disclose the exact balance in the account:

- The letter can state, "the current available balance is greater than <minimum amount required><currency>."

If the bank letter/statement is not in English:

- Provide a word-for-word translation to accompany the original-language document.
- It does not have to be an official translation – you can complete the word-for-word translation yourself.

If the bank letter/statement is for an account held by a business or corporation:

- Provide proof that you or your sponsor is permitted to withdraw money from the account. Proof can be in the form of an additional statement on the letter, or a separate document showing ownership of the business.

FYA, continuing and returning students ONLY:

- You may submit proof of your paid tuition bill for the upcoming semester as **part** of your funding documentation. Email the Bursar's Office at bursar@berklee.edu to request that confirmation and amount of your payment be sent to iss@berklee.edu.

NOT ACCEPTABLE for I-20 PURPOSES:

- Any document that is dated **more than nine months prior** to your I-20 request
- Screenshots or printout of an online account taken directly from the browser window
- (a PDF version of a monthly statement that is downloaded from an online account may be acceptable)
- Investment accounts: stocks, lines of credit, bonds, or any other type of investment funds
- Statements of value for property, land, houses, apartments, or other assets
- Salary, wage, or income statements; tax forms, or insurance policies

FUNDING WORKSHEET FOR F-1 STUDENTS

NAME: _____

SCHOOL: Berklee College of Music
 Boston Conservatory at Berklee

EXPENSES FOR MY FIRST ACADEMIC YEAR

INSTRUCTIONS: Refer to the pages titled Financial Information for F-1 Students (page 4) and Acceptable Proof of Funding (page 5) to complete this form.

EXPENSE TYPE

AMOUNT

MY ACADEMIC PROGRAM: _____

\$ _____ Write the name of your program and corresponding amount from the table on page 4.

DEPENDENT EXPENSES:

SPOUSE: \$8,200

\$ _____

CHILDREN: number of children _____ x \$5,300

\$ _____

\$ _____ **TOTAL EXPENSES** This is the minimum amount you are required to document in order to be issued an I-20.

MY AVAILABLE FUNDS

INSTRUCTIONS: Check the box next to each funding type that you have and write the amount in the line provided. When you receive the required documentation for each of your sources, check off the corresponding box in the Documentation column. Guidelines for required documentation can be found on pages 4 and 5.

FUNDING TYPE

AMOUNT

DOCUMENTATION

BOSTON CONSERVATORY OR BERKLEE SCHOLARSHIP

\$ _____ award letter

MY OWN PERSONAL FUNDS

\$ _____ bank letter

FUNDS FROM MY FAMILY

FAMILY MEMBER'S NAME: _____

\$ _____ bank letter Statement of Financial Support

RELATIONSHIP TO ME: _____

FAMILY MEMBER'S NAME: _____

\$ _____ bank letter Statement of Financial Support

RELATIONSHIP TO ME: _____

FAMILY MEMBER'S NAME: _____

\$ _____ bank letter Statement of Financial Support

RELATIONSHIP TO ME: _____

FUNDS FROM OTHER SPONSOR OR GOVERNMENT AGENCY

SPONSOR/AGENCY NAME: _____

\$ _____ official letter

SPONSOR/AGENCY NAME: _____

\$ _____ official letter

SPONSOR/AGENCY NAME: _____

\$ _____ official letter

\$ _____ **MY TOTAL AVAILABLE FUNDS**

Your total available funds must be equal to or greater than your total expenses listed above.

STUDENT STATEMENT OF FINANCIAL RESPONSIBILITY

By signing below, I certify that all bank statements, sponsor letters, and all other financial documentation I have included with my I-20 application are accurate, and the funds described in these documents are available to me for my studies at Berklee.

STUDENT SIGNATURE: _____

DATE: _____

SPONSOR'S LETTER: STATEMENT OF FINANCIAL SUPPORT

This form should be completed by any sponsor who is a family member or private sponsor (such as a friend or other unrelated individual). Make additional copies of this form if necessary.

If your mother and father are sponsoring you using a joint account, only one parent needs to complete a Statement of Financial Support.

STUDENT NAME: _____

SPONSOR INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____

(PROVINCE): _____

COUNTRY: _____

POSTAL CODE: _____

PHONE NUMBER: _____

EMAIL: _____

SPONSOR'S RELATIONSHIP TO STUDENT:

- MOTHER / FATHER SPOUSE OTHER FAMILY
 PRIVATE SPONSOR

SPONSORSHIP AMOUNT (in USD):

- Full amount for student's academic program as listed on the Estimate of Expenses
 At least \$ _____ USD

I hereby pledge to provide financial support to the above named student to cover the educational and living expenses of his/her studies at Berklee College of Music / Boston Conservatory at Berklee in the United States. Attached is a letter from my bank/ bank statement indicating that I have sufficient funds for this purpose.

SPONSOR SIGNATURE: _____

DATE: _____

DEPENDENT INFORMATION FORM

REQUIRED DOCUMENTS FOR DEPENDENTS

In addition to this completed form, you must submit:

- SPOUSE:** copy of marriage certificate
 copy of biographical page of passport
 student's documented funding must meet or exceed the amount required for student's academic program + \$8,200

EACH

- CHILD:** copy of child's birth certificate
 copy of biographical page of passport
 student's documented funding must meet or exceed the amount required for student's academic program + \$5,300 per child

This form should be completed only if your spouse and/or child(ren) will live with you in the U.S. during your studies. Make additional copies of this form if needed. Upon receipt of all required documentation, dependent I-20's will be issued and shipped with the student's I-20. Dependents must then apply for an F-2 visa to enter the U.S.

NOTE:

If the marriage certificate/birth certificate is **not in English:**

- Provide a word-for-word translation to accompany the original-language document.
- It does not have to be an official translation – you can complete the word-for-word translation yourself.

DEPENDENT PASSPORT INFORMATION

Indicate each dependent's relationship to the student, and write in their information below exactly as it appears in their passport.

STUDENT NAME: _____

DEPENDENT No. 1 _____

RELATIONSHIP TO STUDENT: HUSBAND WIFE
 SON DAUGHTER

FAMILY NAME: _____

GIVEN NAME(S): _____

DATE OF BIRTH: _____

month day year

SEX: MALE FEMALE CITY OF BIRTH: _____

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

DEPENDENT No. 2 _____

RELATIONSHIP TO STUDENT: SON DAUGHTER

FAMILY NAME: _____

GIVEN NAME(S): _____

DATE OF BIRTH: _____

month day year

SEX: MALE FEMALE CITY OF BIRTH: _____

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

DEPENDENT No. 3 _____

RELATIONSHIP TO STUDENT: SON DAUGHTER

FAMILY NAME: _____

GIVEN NAME(S): _____

DATE OF BIRTH: _____

month day year

SEX: MALE FEMALE CITY OF BIRTH: _____

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

DEPENDENT No. 4 _____

RELATIONSHIP TO STUDENT: SON DAUGHTER

FAMILY NAME: _____

GIVEN NAME(S): _____

DATE OF BIRTH: _____

month day year

SEX: MALE FEMALE CITY OF BIRTH: _____

COUNTRY OF BIRTH: _____

COUNTRY OF CITIZENSHIP: _____

SEVIS I-20 TRANSFER FORM

INSTRUCTIONS: Complete Part 1, then give this form to the International Advisor at your current/most recent school. After completing Part 2, your advisor will forward the form to Berklee.

Complete this form ONLY if:

- you are currently studying at a school in the U.S.
- you are currently on post-completion OPT in the U.S.
- you are currently in the U.S. and in your 60 day grace period after completing a program at a U.S. school or completing OPT

PART 1: COMPLETED BY STUDENT

FAMILY NAME: _____ STUDENT ID: _____

GIVEN NAME(S): _____ DATE OF BIRTH: _____
MONTH DAY YEAR

TRANSFERRING TO: Berklee College of Music (School Code: BOS214F00041000)
 Boston Conservatory at Berklee (School Code: BOS214F00041001)

TRANSFERRING FROM: _____
NAME OF CURRENT SCHOOL

I intend to enroll at Berklee College of Music / Boston Conservatory at Berklee.
By signing below, I authorize the release of my SEVIS record and requested information to the International Advisor at Berklee.

SIGNATURE: _____ DATE: _____

PART 2: COMPLETED BY THE INTERNATIONAL ADVISOR AT YOUR CURRENT OR MOST RECENT SCHOOL

DSO: Please complete this form and return via email to BOTH iss@berklee.edu AND eo@berklee.edu.

Please **DO NOT** transfer Terminated SEVIS Record, instead email to let us know that the record has been terminated.

1. To the best of your knowledge, is this student maintaining status under Department of Homeland Security regulations?
 YES NO If no, please explain: _____

2. Last date of attendance: _____
MONTH/DAY/YEAR

3. Is/was the student pursuing a full course of study?
 YES NO

4. Reason and dates of periods of authorized reduced course load:
 NONE
REASON: _____ FROM _____ TO _____
REASON: _____ FROM _____ TO _____

5. Types and dates of authorized off-campus employment:
 NONE
 FULL-TIME OPTIONAL PRACTICAL TRAINING FROM _____ TO _____
 PART-TIME OPTIONAL PRACTICAL TRAINING FROM _____ TO _____
 ECONOMIC HARDSHIP FROM _____ TO _____

DSO SIGNATURE: _____ DATE: _____

DSO NAME: _____ DSO EMAIL: _____

DSO TITLE: _____ DSO PHONE: _____