

## International Trainee Visa Procedures

### Student Visa Procedures

The following are the procedures to obtain an I-20 Certificate of Eligibility for F-1 Non-Immigrant Student Status issued by The Joffrey Ballet School and how to apply for an F-1 (student) Visa issued by the U.S. Consulate in the student's home city.

**I-20's are issued only after Joffrey Ballet School has notified students of their acceptance**

**Please read the following information carefully.**

**REMEMBER!** An I-20 is not a visa! It is an application for a visa and does not authorize entry to the U.S. alone. The U.S. Consulate reserves the right to deny a student's application for a visa should they be unable to prove their intention to return to their country of origin after the completion of their studies, OR if their financial documentation is insufficient.

### 1) VISA APPLICATION

Students must submit an **Electronic Visa Application** at <https://joffreyballetschool.wufoo.com/forms/international-trainee-visa-application-20172018/>  
When you complete the application you will sent a **DocuSign** to sign your Certification document electronically. Please upload the following items:

### 2) REQUIRED FINANCIAL DOCUMENTATION

As required by the **United States Citizenship and Immigration Services (USCIS)\*** prospective students must document that they have sufficient financial means to provide for themselves during the entire duration of their studies.

International students on F-1 visa status are **not legally allowed to work** in the United States, so it is absolutely imperative that you have the funds to cover your RENT, TUITION, and LIVING EXPENSES while living in New York.

### ACCEPTABLE FORMS OF FINANCIAL DOCUMENTATION:

May include any of the following:

**A) Official Bank Statement or Bank Letter:** A bank letter must indicate at a minimum the amount indicated in the financial chart on the last page of this document. The amount may be indicated in U.S. dollars or in foreign currency with verification from your bank of the current U.S. dollars conversion. The letter must be on official bank letterhead and clearly state the dollar value of the account.

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For example: "Mr. George Smith is maintaining a bank account with us with a balance currently exceeding \$XX,XXX.00." The statement must be in the name of the applicant (you), a parent or a sponsor\*. **The statement and or letter must be in English** or be accompanied with a certified translation. The statement and/or letter must be signed and sealed by an official in the bank.

**B) Affidavit of Support:** Provided by the School. Must be notarized.

**C) Official Award Letter or proof of other funding:** If the applicant is receiving a government or institutional scholarship, grant or loan, please submit the award letter. The award letter must state the amount and duration of the scholarship, grant or loan and must specify if the funds are renewable on an annual basis. **It must be written in English** or accompanied by a certified translation. If the award does not cover the total cost of tuition, fees and living expenses, additional financial document must be included (as indicated above).

**D) Official proof of income or employment of family member:** If you are being funded by your family you must also provide one of the following: A letter from an employer, a paycheck stub, or an annual income tax return proving that they are gainfully employed and will be able to provide for your tuition and living expenses for the years of your study. **It must be written in English** or accompanied by a certified translation. If the award does not cover the total cost of tuition, fees and living expenses, additional financial document must be included (as indicated above).

## ESTIMATED FUNDS REQUIRED FOR ISSUANCE OF I-20 FORM

The following indicates the approximate current costs of studying & living in New York. Visas are issued for a year. **Additional costs are due for the summer intensive.**

Tuition & Fees Estimated Costs Of Living*	Total costs
\$17,025 Tuition, \$13,500 Housing, \$12,166 Living Expense	\$42,691

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## Breakdown of estimated Cost of Living Expenses

Living Expenses	Category or description	9 months (academic year)
Food	Food	\$4,630
Local Transportation	Monthly metrocard cost	\$936
Telephone	Cell Phone Usage	\$600
Entertainment	Movies, dance performance, etc.	\$600
Personal Expenses	Toiletries, laundry etc	\$700
Clothing	Including dancewear	\$800
Medical & Dental	Including health insurance	\$2,300
Long Distance Travel	International airfare	\$1,600
<b>Total</b>		<b>\$12,166</b>

### 3) INSURANCE DOCUMENTATION:

The cost of medical care in the U.S. can be prohibitive! Therefore, students at The Joffrey Ballet School are required to have medical insurance that will cover costs of any unforeseen medical expense that occur while living in New York. All students must submit proof of medical coverage with their enrollment materials. Students will not be allowed to begin class until they have submitted proof of medical insurance coverage. Documentation must be uploaded to DocuSign.

### 4) SUBMITTING DOCUMENTATION

All documentation must be submitted at the same time via DocuSign:

#### **This includes**

- Copy of your passport
- Copy of your birth certificate
- Affidavit of Support
- Bank Letter/Statement
- Any other supporting Financial Documentation
- Proof of Health Insurance
- Copy of your Signed Award Letter
- Certification of Visa Application

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## **5) MAKING TRAVEL ARRANGEMENTS:**

Accepted students are strongly advised to NOT purchase plane tickets or make non-refundable travel arrangements until they have received an **I-20 Certificate of Eligibility and all the necessary papers are in order.**

Please allow at least 2 to 4 weeks processing time once you have submitted financial documentation to the International Student Advisor.

## **6) RECEIPT OF YOUR PAPERWORK**

Upon receipt of all your paperwork an I-20 and Letter of Invitation will be issued for you and will be mailed to the address reported on your application.

## **7) Filing the I-901**

When you have received your I-20 you must then file the I-901 form. This can be completed at <https://fmjfee.com> Please make sure you print out the payment confirmation. For a tutorial on completing this please view <https://studyinthestates.dhs.gov/assets/tutorials/i-901-fee-payment/story.html>

## **8) APPOINTMENT WITH THE CONSULATE**

After receiving your I-20 and filing the I-901 you can go to your local American Consulate to get your visa. You must bring a copy of your I-20 form, passport, birth certificate, Affidavit of Support, I-901 payment confirmation, Letter of Invitation and all Financial Support documentation with you to your appointment. You may apply for your visa up to 90 days in advance of your program start date, but the Consulate will not issue a visa until 30 days prior to the program start date. The entire process can take up to three months from the time you submit your documents to school so it is advisable to contact the consulate nearest you and inquire about their procedures for interviewing prospective F-1 students.

## **9) TRAVEL ITINERARY**

You must send Ms. D'Anna your travel itinerary which includes your arrival and departure dates & times, the airport you are flying from and to and the airline you are using.

## **10) ARRIVAL IN THE US**

After arriving in the US you must make an appointment with Ms. D'Anna. This must be completed within 3 days of arrival.

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