

Summer 2007

# INSTRUCTIONS SUMMER CERTIFICATE PROGRAM (SCP) IN ENGLISH PROFICIENCY (SEVIS I-20 REQUEST FORM)

- **F-1 Students who require a SEVIS I-20 for the Summer Certificate Program**

- The I-20 is referred to as SCP I-20 throughout this document.

- **F-1 Students who require the SCP I-20**

- **Transfer Students**

- **Other Non-Immigrants**

The deadline for submitting your international forms and SCP I-20 request is **April 1 for Summer Session 1 and May 1 for Summer Session 2.**

### Students who require the SCP I-20

You will require the SCP I-20 if one of the following applies:

- You are applying for an F-1 visa and have never studied in the USA.
- You have studied in the USA in a visa classification other than F-1 (and want to change to F1) or,
- You have studied in the USA in F-1 status; however, you have been outside the USA for 5 months or more.
- You have completed a full-time program of study and your 60-day grace period has expired, or
- Your authorized period of post-completion optional practical training (OPT) has ended and your 60-day grace period has expired.

NOTE: Students who have been issued the SCP I-20 and have been accepted into a full-time undergraduate or graduate program will be issued an I-20 with comments stating, "The student has been accepted into a full-time program that begins upon the completion of the language program." This statement should allow you to get an F-1 entry visa which may cover the length of both programs of study.

### Transfer Students

**You are considered an F-1 Transfer Student if the following is true:**

- You are currently attending a SEVIS approved school in the USA.
  - You are maintaining F-1 status.
  - You are still within the 60-day grace period (whether you've completed a full-time program of study or your authorized OPT has expired).
  - You plan to study full-time at Pratt Institute and need Pratt's I-20.

### **Which transfer students taking SCP need an SCP I-20?**

- Students not accepted into a full-time undergraduate, graduate or CEP program for the Fall semester
- Students who have completed a full-time program of study on or before March 16th

**All students who are issued the SCP I-20 must take the Full-Day Immersion Class. The SCP I-20 is issued solely for the purpose of full-time language training.**

Transfer students who do not require an I-20 may be interested in our half-day summer option. Please contact the IEP for more information.

### **Which transfer students taking SCP DO NOT NEED an SCP I-20?**

Transfer students who are issued Pratt's I-20 for full-time undergraduate or graduate studies have the option of studying part-time, full-time, or not at all in the summer. Unless all students in your undergraduate or graduate program of study are required to study full-time during summer sessions, summer sessions are considered your free time. Therefore, your enrollment in SCP or any other course of study is an option, not a requirement. In this case you would not need an SCP I-20 for the SCP program.

### **Transfer students must do the following before Pratt's I-20 can be processed:**

- Inform your international student advisor at your current school that you wish to be transferred and released to Pratt Institute.
- Have your international student advisor complete Pratt's Transfer Certification Form and submit it with your international forms and I-20 Request.

NOTE: You must have your F-1 status transferred and released to Pratt within your 60-day grace period. You must begin a full-time program of study at Pratt within 5 months of the end date of the completion of your full-time studies or expiration of your authorized Post-completion OPT.

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# INSTRUCTIONS CONTINUED

INTENSIVE  
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You may remain in the USA or you may leave the USA prior to beginning your full-time studies at Pratt; **however, if you are outside of the USA, you must use Pratt Institute's I-20 upon re-entering the USA.**

When you apply for your F1 entry visa at the Consulate, submit your SCP I-20 as well as your acceptance letter for the undergraduate or graduate degree program for which you've been accepted. For more detailed instructions, please see the F Visa Application page 12.

\*Individuals applying for or currently in the US in B1/B2 (tourist), C (transit), F2 (dependent of F1) and WB (Visa waiver for Business) or WT (Visa waiver for Tourism) statuses may not study at Pratt Institute. You may request a change of status I-20; however, you may not begin your full-time program of study until your change of status application has been approved.

## **F-1 Students who require the SCP I-20**

**SCP I-20 Request Checklist for students who have been accepted for Fall as an undergraduate or graduate.**

**Please check:**

- I have sent my \$200 tuition deposit for the undergraduate or graduate deposit to the Admissions Office by the May 1 deadline.
- I have sent my \$90 tuition deposit to the Intensive English Program by the April 1 or May 1 deadline.
- International Student Form (Student Classification and Biographical Information, Pages 4-7)
- Copy of your passport picture and expiration page
- Financial Statement (see example, page 10)
- Affidavit of Support (see example, page 10)
- Certification of Funds, Page 9

**If accepted into an undergraduate or graduate program, please submit:**

- a copy of the acceptance letter for the undergraduate or graduate program
- a copy of your Official TOEFL score (or TOEFL waiver-- requested from admissions office.)\*\*

**\*\*If you were not required to submit a TOEFL score because you met the English requirement (studied English in the USA, took SAT, etc.) the Office of Admissions will notify OIA of your English proficiency.**

Above is the complete list of items for creating Pratt's SCP I-20.

Note: Your original acceptance letter for the SCP will be mailed to you with your I-20.

## **I-20's for F2 Dependents**

- If you have a spouse who will accompany you, submit a copy of your Marriage license.
- If you have an accompanying spouse or children, submit a copy of their passports.
- For accompanying dependents, you must have additional funds.

## **SCP I-20 Request Checklist for SCP Transfer Students**

**This checklist is for transfer students who are coming to study English at Pratt and not continuing into an undergraduate, graduate or CEP program in the fall.**

**Please check:**

- I have sent my \$90 tuition deposit to the Intensive English Program by the April 1 or May 1 deadline.
- International Student Form (Student Classification and Biographical Information, pages 4-7)
- Copy of your passport picture and expiration page
- Financial Statement (see example, page 10)
- Affidavit of Support (see example, page 10)
- Certification of Funds Page
- Copy of Visa and both sides of I-94 card (if currently in the US)
- F-1 Transfer Certification
- OPT card (if applicable)
- Copies of all previous I-20 forms, pre-Sevis I-20 forms (pages 3 & 4) and SEVIS I-20 forms (pages 1 & 3)

Above is the complete list of items for creating Pratt's SCP I-20.

Note: Your original acceptance letter for the SCP will be mailed to you with your I-20.

## Summer 2007

### Other Non-Immigrants

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Other Non-Immigrants- Visa Classifications i.e. A, E2, H1B, L2, etc.\*

\* If you are in a status other than F-1\*, please send in the following documents:

#### Please check:

- I have sent my \$200 tuition deposit to the Admissions Office by the May 1 deadline because I will study as an undergraduate or graduate student.
- I have sent my \$90 tuition deposit to the Intensive English Program by the April 1 or May 1 deadline.
- International Student Form (Student Classification Page and Biographical Information)
- Copy of your passport
- Copy of Visa
- Copy of both sides of I-94 card

\*Individuals applying for or currently in B1/B2 (tourist), C (transit), and F2 (dependent of F1) statuses may not study at Pratt Institute.

### Change of Status

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If you are changing from a different non-immigrant status to F-1, you must first get a SCP I-20. Please complete the SCP I-20 Request. The Office of International Affairs can assist you with the change of status application or you may consult an attorney.

\*Individuals applying for or currently in the US in B1/B2 (tourist), C (transit), F2 (dependent of F1) and WB (Visa waiver for Business) or WT (Visa waiver for Tourism) statuses may not study at Pratt Institute. You may request a change of status I-20; however, you may not begin your full-time program of study until your change of status application has been approved.

### Mailing Instructions:

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Mail all required documents at the same time to the Intensive English Program.

#### Deadline:

April 1 for Session I

April 1 both Session I and II

May 1 for Session I

Students will receive a confirmation email when the SCP I-20 Request is received.

We recommend you send your documents by express mail so that you can track your package. All SCP I-20's will be sent by UPS (United Parcel Service) EXPRESS MAIL. You will be notified of the tracking number by email so that you can track your documents.

Please send the SCP I-20 Request by Express Mail to:

Natasha Dwyer, Assistant to the Director  
INTENSIVE ENGLISH PROGRAM  
PRATT INSTITUTE  
200 Willoughby Avenue  
Brooklyn, NY 11205  
USA

### UPS

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Your SCP I-20 will be sent via UPS Express Mail

### How to get your F1 visa

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Visa Appointment at Embassy or Consulate: You must pay a SEVIS fee of \$100 before making your visa appointment at the nearest Embassy or Consulate. For complete details, see [www.fmjfee.com](http://www.fmjfee.com). We suggest that you complete the I-901 form and pay the SEVIS fee online at least three (3) days before your visa interview. (It can take 30-60 days to obtain the F1 visa, so please send the forms along with original financial documents as soon as possible).

Contact the nearest American Embassy or Consulate to inquire about applying for a visa. Most Embassies require a visa interview. Please see the "F Visa Application Process" that follows.

### Arrival in the United States

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Immigration regulations **require** you to check in with the Office of International Affairs (OIA) at Pratt Institute if you have used Pratt's SEVIS I-20 to enter the USA. To check in, you must bring your stamped SEVIS I-20, passport and stamped I-94 to our office **within 10 days** of your arrival in the USA. It is essential that you check in with the OIA. Students who fail to check in with the OIA will be reported to the Department of Homeland Security (DHS) and to Immigration and Customs Enforcement (ICE) as non-arrivals, which will lead to termination of their student status and may be grounds for deportation.

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# INTERNATIONAL STUDENT FORM

SCP I-20 REQUEST/STUDENT CLASSIFICATION

INTENSIVE  
ENGLISH  
PROGRAM

## A. Academic Classification

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Please check all that apply:

### 1. I want to study:

- Summer Certificate Program (SCP) in English Proficiency
  
- I have sent my \$90 tuition deposit to the Intensive English Program by the April 1 or May 1 deadline.**
  - Summer Session I 2007 (May 15, 2007-June 25, 2007)  
April 1, 2007 is the deadline for submitting the SCP I-20 request for Session I.
  - Summer Session II 2007 (June 26, 2007-August 6, 2007)  
May 1, 2007 is the deadline for submitting the SCP I-20 request for Session II.
  - Summer Session I & II 2007  
April 1 is the deadline for SCP I-20 request for both Sessions I & II.
  
- I have been accepted into a degree program at Pratt and sent the \$200 deposit.**
  - Undergraduate \_\_\_\_\_  Fall 2007  
Major
  - Graduate \_\_\_\_\_  Fall 2007  
Major
  - Certificate of English Proficiency  Fall 2007
  - I have been accepted into a degree program at another institution \_\_\_\_\_ (name of school) Fall 2007.
  
- I am only taking SCP Summer 2007. (I will not study in the undergraduate or graduate program.)**
  - I have sent my \$90 tuition deposit to the Intensive English Program by the April 1 or May 1 deadline.

\*Individuals applying for or are currently in the US in B1/B2 (tourist), C (transit), F2 (dependent of F1) and WB (Visa waiver for Business) or WT (Visa waiver for Tourism) statuses may not study at Pratt Institute. You may request a change of status I-20; however you may not begin your full-time program of study until your change of status application has been approved.

# INTERNATIONAL STUDENT FORM

SCP I-20 REQUEST/STUDENT CLASSIFICATION CONTINUED

**Comments:**

Please comment here on what your plans are.

For example, "I want to study English in Summer Session II at Pratt, and I will study Architecture as an undergraduate student in the fall 2007 at Pratt."

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Using this example, the boxes below would look like this:

- Summer Certificate Program (SCP) in English Proficiency
- I have sent my \$90 tuition deposit to the Intensive English Program by the May 1 deadline.
- Summer Session I 2007 (May 15, 2007-June 25, 2007)  
April 1, 2007 is the deadline for submitting the SCP I-20 request for Session I.
- Summer Session II 2007 (June 26, 2007-August 6, 2007)  
May 1, 2007 is the deadline for submitting the SCP I-20 request for Session II.
- Undergraduate Architecture  Fall 2007

**You will complete this SCP I-20 Request and send it to the Intensive English Program no later than the above deadline.**

You must also complete and send the SEVIS I-20 Request (found in the Enrollment Guide 2007-2008 and also at [www.pratt.edu/oia/checklist](http://www.pratt.edu/oia/checklist)) for your undergraduate program to the Office of International Affairs no later than June 1, 2007.

**B. Immigration Classification**

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- I have never studied in the US and I will apply for an F-1 Visa.
- I am currently in the US and my current visa status is:
  - F-1 Visa
  - Other Visa \_\_\_\_\_  
which one?
- I will change my status to F-1
- I will retain this status

If presently in the United States, attach a photocopy of both sides of your I-94 card to this application and answer the following questions.

Do you plan to leave the US before beginning Pratt Institute?

- Yes
- No

If yes, please indicate your dates of anticipated travel outside the U.S

Departure date (mm/dd/yyyy) \_\_\_\_\_ Returning Date (mm/dd/yyyy) \_\_\_\_\_

Are you currently attending another U.S. institution or on Post-Completion Practical Training and transferring to Pratt Institute?

- Yes
- No

(If yes, please complete and submit the Transfer Certification Page, and a copy of your OPT card.)

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# INTERNATIONAL STUDENT FORM

SCP I-20 REQUEST/BIOGRAPHICAL INFORMATION

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Today's Date \_\_\_\_\_ Pratt ID (if known) \_\_\_\_\_

Male       Female

**Family Name**

(as shown in your passport)

First \_\_\_\_\_

Middle \_\_\_\_\_ Suffix \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Social Security # (if issued) \_\_\_\_\_

Citizenship Country \_\_\_\_\_

Residence Country \_\_\_\_\_

Birth City \_\_\_\_\_

Birth Country \_\_\_\_\_

Email \_\_\_\_\_

**Home Country Address (Required)**

Street Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_ Foreign Phone Number \_\_\_\_\_

**United States Address (if applicable)**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number \_\_\_\_\_

# INTERNATIONAL STUDENT FORM

SCP I-20 REQUEST/BIOGRAPHICAL INFORMATION CONTINUED

Send my SEVIS I-20 to:  U.S. Address  Home Country Address  Address Below  
(if different than above)

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province/Territory \_\_\_\_\_ Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Phone Number (required for UPS) \_\_\_\_\_

Marital Status (Check one)  Single  Married

Dependents (Spouse) will apply for  F-2 Visa  Other

Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Relation \_\_\_\_\_ Country of Birth \_\_\_\_\_

Dependents (Child 1) will apply for  F-2 Visa  Other

Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Relation \_\_\_\_\_ Country of Birth \_\_\_\_\_

Dependents (Child 2) will apply for  F-2 Visa  Other

Family Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Relation \_\_\_\_\_ Country of Birth \_\_\_\_\_

If your spouse requires an F-2 Visa, you must submit a copy of your marriage license and your spouse's passport pages. Please see the estimated expenses page for financial documentation requirements, p. 8.

If you have children that require F-2 Visas, you must submit copies of their passport pages.

F-2 individuals cannot study at Pratt. If your spouse or child plans to study at Pratt, he/ she must be accepted in a full program of study and acquire an F-1 Visa.

\*Individuals applying for or currently in the US in B1/B2 (tourist), C (transit), F2 (dependent of F1) and WB (Visa waiver for Business) or WT (Visa waiver for Tourism) statuses may not study at Pratt Institute. You may request a change of status I-20; however, you may not begin your full-time program of study until your change of status application has been approved.

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# ESTIMATED EXPENSES

SCP I-20 REQUEST

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Estimated Expenses for the Summer Certificate Program (SCP) in English Proficiency are for the duration of the program (either 6 or 12 weeks.)

	Summer Session I or Summer Session II (One Session)	Summer Session I & II (Two Sessions)
<b>Tuition and Fees</b>	\$2,080	\$4,160
Living Expenses (based on 12 months)		
<b>Room and Board</b>	\$1,590	\$3,180
<b>Books and Supplies</b>	\$ 250	\$ 500
<b>Personal Expenses</b>	\$ 220	\$ 440
<b>Local Transportation</b>	\$ 110	\$ 220
<b>Medical and Dental</b>	\$ 150	\$ 300
Subtotal (living expenses)	\$2,320	\$4,640
<b>Total</b>	\$4,355	\$8,710
<b>Additional Expenses</b>		
<b>Spouse</b>	\$ 923	\$1,846
<b>per Child</b>	\$ 462	\$ 923

All financial statements and affidavit of support must be in English and funds are preferred in US dollars. Costs are calculated on the basis of full-time enrollment without any unforeseen expenses. Summer expenses are based on Full-day Immersion Classes and living expenses.

- 1. Estimated Tuition and Fees** Use the columns above to calculate the minimum amount of funds needed. The total estimated expenses plus any additional dependent expenses is what you must document for issuance of the SCP I-20 Full-day immersion. Full payment of tuition and fees is due upon registration for classes, which occurs for Summer Session I in May, and for Summer Session II in June.
- 2. Living Expenses** The cost of living in New York is one of the highest in the United States. You are required to demonstrate a minimum for either Summer Session I or II- \$2,320, or both Summer Sessions I and II- \$4,640. The OIA strongly recommends that you have at least an additional 25% reserve of your total expenses available. The value of room and board is \$1,590 for Summer Session I or II and \$3,180 for Summer Session I & II. If room and board will be provided by the sponsor, he or she must provide a notarized document of support.
- 3. Mandatory Health Insurance** Because health care in the US is very expensive, Pratt requires all students, domestic and international, to purchase health insurance. The comprehensive plan for either Summer Session I or II is \$150 and for both Summer Session I & II is \$300.
- 4. Dependents** If your spouse is coming with you to the US, you must document an additional \$923 (1 session), or \$1,846 (2 sessions) in living expenses. The annual cost per child is \$462 (1 session) \$923 (2 sessions) minimum. US federal regulation requires that all dependents (spouse and/or children) must have adequate health insurance.

# CERTIFICATION OF FUNDS

Document below the amount and sources of funding for the session or sessions you will attend. This amount must equal or exceed your estimated expenses as indicated on Estimated Expenses, page 8. The amount must be shown in a bank account or other liquid assets. Failure to show sufficient funding will delay issuance of your SCP I-20

## Source and Amount of Funds

Example: If you are taking the Summer Certificate Program (SCP) in English Proficiency for Sessions I & II, the estimated expenses are \$8,710.

	Summer Session I or Summer Session II (One Session)	Summer Session I & II (Two Sessions)
1. Personal Funds	\$	\$
2. Family or Individual Sponsor	\$	\$
3. Organization Sponsorship	\$	\$
4. Pratt Institute	\$	\$
Total	\$	\$

I certify that the information given is an accurate and true statement of my arrangements for financing my studies at Pratt. I also acknowledge that Pratt requires all F-1 students to subscribe to mandatory health insurance.

Student Signature

Print Name

Date

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# AFFIDAVIT OF SUPPORT

SCP I-20 REQUEST

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A financial statement and affidavit of support is required for all students requiring a SEVIS I-20. Below are examples.

## Requirements for the Affidavit of Support:

1. Date not older than (3) three months
2. Original signature signed in blue ink

Date: (No older than 3 months)

To Whom It May Concern:

I, (enter sponsor's name), (relation to student), hereby certify that I am able and willing and do promise to support (enter student's name), for a minimum of \*(enter dollar amount) USD for tuition, fees, and living expenses for each year of study at Pratt Institute. Evidence of my current financial resources is attached to this affidavit of support. I hereby affirm that I understand the contents of this affidavit and that the statements are accurate.

Sincerely,

\_\_\_\_\_  
(Sponsors signature)

Sponsor's name, (relation)  
Address,  
City, Country, Postal Code  
Phone number  
Email address

Original Document

## Financial Documentation-Bank Letter or Bank Statement (either one is acceptable)

### Requirements for the Bank Letter (see right):

1. Must be in English
2. Bank Letterhead
3. Date not older than 3 months

### Requirements for the Bank statement (see below):

1. Must be in English
2. Date not older than 3 months
3. Currency can be in local currency or US dollars (preferred)

Bank Letterhead

Date: \_\_\_\_\_

To Whom It May Concern:

This letter is to confirm that (enter Sponsor's name) has (enter dollar amount) USD in account # \_\_\_\_\_. These funds are readily accessible for financing the education of (enter Student's name).

This certificate is issued at the request of the customer without any responsibility or guarantee on the part of the bank or any of its officers.

Sincerely,

\_\_\_\_\_  
(enter Manager's name)  
Account Manager

Bank Name  
Branch  
Address  
City, Country, Postal Code  
Phone number  
Fax number  
website

Original Document

## Bank Statement

Date: No older than 3 months

Balance in Bank Account	\$XX,XXX.00
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Original Document

# F-1 TRANSFER CERTIFICATION

Pratt Institute, Intensive English Program, 200 Willoughby Avenue, Brooklyn NY, 11205, School Code: NYC 214F0775000  
tel. 718-636-3450, fax. 718-636-4502

Please submit **only** if you are in F-1 student status and need an SCP I-20.

**Part 1: To be completed by transferring student who needs an SCP I-20**

I intend to transfer to Pratt Institute. I grant permission for the information requested below to be forwarded to my International Student Advisor at Pratt Institute.

Name \_\_\_\_\_

Date of Birth (mm/dd/yyyy) \_\_\_\_\_ Pratt ID# (if known) \_\_\_\_\_

**Check one:**

Summer Session I \_\_\_\_\_ May 15, 2007-June 25, 2007

Summer Session II \_\_\_\_\_ June 26, 2007-August 6, 2007

Summer Session I and II \_\_\_\_\_ May 15 - August 6, 2007

Signature of Student \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Today's Date \_\_\_\_\_

**Part II: To be completed by International Student Advisor at previous institution**

Dear International Student Advisor:  
The named student intends to transfer to Pratt Institute. Please complete this form on the student's INS status while at your institution, and return to the address above. IF this form is to be hand delivered, please put it in an envelope with the school's official stamp or your signature on the envelope seal.

Student's name per your files (last, first) \_\_\_\_\_

Has student been pursuing a full course of study?  Yes  No

If no, please comment: \_\_\_\_\_

SEVIS ID number: N \_\_\_\_\_

SEVIS Release Date: \_\_\_\_\_

Please attach a copy of the transfer authorization.

Did DHS authorize student to attend your institution?  Yes  No

If no, please comment: \_\_\_\_\_

**Did student attend another US institution before yours?**

Yes  No

If yes, please comment: \_\_\_\_\_

**Did the student maintain F-1 status while at your institution?**

Yes  No

If no, please comment: \_\_\_\_\_

**Level of study at your institution**

High School  Undergraduate  Graduate

Language Training  Other \_\_\_\_\_

Dates attended your institution \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

**Studies completed?**

Yes  No, please comment below \_\_\_\_\_

**Has student been granted work authorization?**

No  Yes, type of work authorization

Optional Practical Training  Curricular Practical Training

Other, please comment \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Expected completion date on SEVIS I-20 from your institution \_\_\_\_\_

Please share any info you feel is relevant or appropriate \_\_\_\_\_

Name of International Student Advisor \_\_\_\_\_

Institution Address \_\_\_\_\_

Title \_\_\_\_\_

Institution \_\_\_\_\_

School Code \_\_\_\_\_

Phone \_\_\_\_\_

Signature of international student advisor \_\_\_\_\_

Email \_\_\_\_\_

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# F VISA APPLICATION PROCESS

INTENSIVE  
ENGLISH  
PROGRAM

## The F Visa Application Process and Preparing for the Visa Interview

### 1. Student will apply for an F1 visa.

- a. Student visits US consulate or embassy with the following documents:
  - (1) SCP I-20
  - (2) Acceptance Letter
    - a) For SCP
    - b) For undergraduate or graduate program (if applicable)
  - (3) Financial Statements
  - (4) Proof of SEVIS fee payment
  - (5) Passport valid 6 months into the future
- b. Student completes visa application.
- c. Every American embassy/consulate works from the same set of regulations and laws but will have different procedures for its location.

Some will require a person-to-person interview; some will collect the documents and give you an appointment for sometime in the near future; some will give an appointment and ask the student to come back with all the documentation; some will even conduct the process by mail.

If the visa is approved, the student will be given an F-1 visa in the passport.

- d. When the student collects the passport with the visa, he/she will also be given a sealed envelope which contains all pages of the SCP I-20 .

2. On the flight to the United States, the student will be given an I-94 (which includes 3 sections: the instructions, the arrival record card, and the departure record card) to complete.

### 3. At the port-of-entry, student will present to the immigration officer the following:

- a. valid passport with valid visa
- b. sealed envelope with SCP I-20
- c. completed I-94 (all 3 sections)
- d. any other requested information such as financial documents or acceptance letter.

### 4. The immigration officer will:

- a. return the valid passport with an entry stamp
- b. return the I-94 card stamped F1/DS (usually stapled in the passport)
- c. return the SCP I-20 stamped F1/DS.
- d. return any other requested information to the student.

Note: For all students entering the USA for the first time in F1 status, **please make sure to have your I-94 card and SCP I-20 stamped properly.**

**Therefore, check your documents thoroughly before leaving the counter. If you notice your I-94 card or SCP I-20 is not stamped F1/DS, return to the same immigration officer. If he or she refuses to assist you, ask for a supervisor. Do not leave the area until your documents are in order.**

### Special Note Regarding Canadians and Citizens of the British Territory of Bermuda:

Canadians and citizens of Bermuda do not need visas to enter the USA. You should take the SEVIS I-20 with passport, financial documentation, and proof of payment of the SEVIS fee, to the port of entry. The DHS officer will date stamp the SCP I-20 (on the upper right hand corner). The DHS Officer will have you complete the I-94 card and return the departure record card to you as evidence of your legal entry to the USA as an F1 student. If you are entering the US from a third country outside the Western Hemisphere you do not have to obtain a visa stamp. Certain landed immigrants are required to have the F-1 visa to enter the USA from Canada. You should consult the US Consulate/Embassy for current requirements.

### Preparing for the interview

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All students receiving the SCP I-20 will request the F-1 visa for self and F-2 for spouse and children if appropriate.

When you apply for a visa at an American embassy or consulate, a consular official will interview you. The interview usually lasts only two or three minutes. It is good to understand that the main purpose of the visa interview is for you to “prove” to the consular officials that you will return to your home country after finishing your academic program. Of course, it is impossible to actually prove or know that a person will or will not do something in the future. Thus, the consular official must believe that you will return to your home country, or the visa will not be issued.

You can reassure the consular officials by talking about the things that tie you to your home: family, property, employment.

#### Here are some specific suggestions to help you prepare for your visa interview:

- Anticipate that the interview will be conducted in English and not in your native language.
1. You need to know and show what you will do with your degree from a US institution (or, if you want to attend an English language program, with your improved English) when you return home. You need to have good (plausible) future plans in your own country.
  2. It is often very helpful to have a job offer—in writing—from an employer in your home country promising you a good job or a higher position in the company when you return from the US.
  3. You should know what the job situation is in your field in your home country. With a little research you can find out what the job prospects are. The US consular officials will know about these things, too. It's usually better for you if you can show that you will have good job prospects in your home country after finishing your program in the US.
  4. You should practice for the interview with friends. The practice interviews should be no more than three minutes long and very *unfriendly*. While the consular officer will probably be cordial in the real interview, it is best to be prepared for the worst. You should be ready to answer questions such as, “Where did you hear about this school?” etc. If you don't know very much about your chosen school, the consular official will often refuse to give you a visa. Consular officials may think that you are not really planning to go to school but are simply trying to enter the US to work.
  5. You should write a “statement of purpose” explaining why you want to go to this particular school and what you hope to do with the knowledge later on in your home country.
  6. If your financial status is an issue, you may want to pay tuition to the school in advance and present the receipt to the consular official. The official will almost certainly respect this gesture. Bank loans are NOT good evidence of financial support for students. Consular officials think that people with loans are more likely to seek employment in the US so they can pay back the loan.
  7. You should be honest with consular officials at all times. For example, applicants in some countries might not want to show their true financial status because they may be trying to “shield” income from taxes. Thus, their financial statements may not show this “black money,” and so may not show enough money for education in the US. However, consular officials actually don't care at all if your family is hiding income from your own government. They will, however, appreciate your honesty and be much more likely to grant the visa if they know your true financial status. Conversely, if the consular officials believe that you are lying or have lied in a previous interview—about anything—they will probably not issue the visa.
  8. Do not bring family members with you to the interview. The officer wants to interview you, not your family. A negative impression is created if you are not prepared to speak on your own behalf.
  9. Maintain a positive attitude. Do not engage the consular officer in an argument. If you are denied a student visa, ask the officer for a list of documents he or she would suggest you bring in order to overcome the refusal, and try to get the reason you were denied in writing.
  10. Do not concede, under any circumstance, that you intend to work in the US after completing your studies. While many students do work off-campus during their studies, this work is incidental to their main purpose of completing their education.
  11. If your spouse is also applying for an accompanying F-2 visa, be aware that F-2 dependents cannot, under any circumstance, be employed in the US or attend school. If asked, be prepared to address what your spouse intends to do with his or her time while in the US.
  12. If your spouse and children are remaining behind in your country, be prepared to address how they will support themselves in your absence. This can be an especially tricky area if you are the primary source of income for your family. If the consular officer gains the impression that your family will need you to remit money from the United States in order to support themselves, your student visa application will almost certainly be denied.

## **Points to Remember When Applying for a Non-immigrant Visa**

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### **Ties to home country**

Under US law, all applicants for non-immigrant visas are viewed as intending immigrants until they can convince the consular officer that they are not. You must therefore be able to show that you have reasons for returning to your home country that are stronger than those for remaining in the United States. "Ties" to your home country are the things that bind you to your hometown, homeland, or current place of residence: job, family, financial prospects that you own or will inherit, investments, etc. If you are a prospective undergraduate, the interviewing officer may ask about your specific intentions or promise of future employment, family or other relationships, educational objectives, grades, long-range plans, and career prospects in your home country. Each person's situation is different, of course, and there is no magic explanation or single document, certificate, or letter, which can guarantee visa issuance.

### **Be concise.**

Because of the volume of applications received, all consular officers are under considerable time pressure to conduct a quick and efficient interview. They must make a decision, for the most part, on the impressions they form during the first minute or two of the interview. Consequently, what you say first and the initial impression you create are critical to your success. Keep your answers to the officer's questions short and to the point.

### **Supplemental documentation**

It should be clear at a glance to the consular officer what written documents you are presenting and what they signify. Lengthy written explanations cannot be quickly read or evaluated. Remember that you will have two-three minutes of interview time, if you're lucky.

### **Not all countries are equal.**

Applicants from countries suffering economic problems or from countries where many students have remained in the United States as immigrants will have more difficulty getting visas. Statistically, applicants from those countries are more likely to be intending immigrants. They are also more likely to be asked about job opportunities at home after their study in the United States.

### **Be aware of special procedures for citizens of some countries.**

If you are from a country designated by the US government as a state sponsor of terrorism, you will need to submit form DS-157 in addition to the form DS-156.

Section 306 of the Enhanced Border Security and Visa Reform Act of 2002 (EBSVRA) pertains to the issuance of visas to aliens from state sponsors of terrorism. Six countries are now designated as Section 306. They are North Korea, Cuba, Syria, Sudan, Iran and Libya. For more information, go to [http://travel.state.gov/visa/temp/info/info\\_1300.html](http://travel.state.gov/visa/temp/info/info_1300.html)

**According to this website:** "All applicants from state sponsors of terrorism age 16 and over, irrespective of gender, must without exception complete form DS-157, in addition to form DS-156, and must appear for an interview with a consular officer."

### **What if the F-1 visa application is denied?**

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Most visa denials are based on students not being able to convince the consular officer that they have sufficiently compelling ties to their home country to force them to return after completing their studies. *These are called 214 (b) denials.*

In order to reapply you must be able to present new additional evidence to overcome the objection. Your application must be made in writing. If the visa is granted, you will be contacted to come in person. If you are denied on the grounds that you do not possess the required English proficiency or for any other academic reason, submit the name of the officer, the reason for denial, [214(b)], the date of the denial as well as the name of the visa post where you applied, to the Office of International Affairs at Pratt. We will try to assist you.

## MONEY: FREQUENTLY ASKED QUESTIONS

### When do I pay my bill?

1. You pay your bill after you register for classes during Orientation. The weekday before the first day of class is the last day to pay without a late fee. Make sure funds arrive in sufficient time for each registration period.

2. You can also pay in advance by wire transfer, International Draft, or the following credit cards:  
Visa, MasterCard,  
American Express, Discover.

### How can I pay?

You can pay by the following methods:

- Personal check—from a US bank\*
- Credit card—from home country is OK\*\*
- Wire transfer—ABA 231372691  
Pratt account #116000340\*\*\*

### What if I can't pay my full bill?

Pratt offers a monthly tuition payment plan for your convenience. You can apply at [www.afford.com/pratt](http://www.afford.com/pratt). Please contact the Bursar's Office if you have questions about this plan at [bursar@pratt.edu](mailto:bursar@pratt.edu) or 718-636-3539.

### How much money should I bring with me?

You should bring about US \$100 cash with you and about \$2000 should be in US dollar travelers' checks. There are only certain banks in Manhattan that will change foreign currency, so we recommend you change money to US dollars before you enter the US. If you will rent your own apartment, realtors require one month's rent, one month's security deposit, and one month as realty fee.

### How long does an international check take to clear?

It takes at least 6 to 8 weeks for checks from abroad to be cleared by an American bank in which you must have an account.

### \*How can I open a US bank account?

When you arrive at Pratt, come to the Office of International Affairs to get a "bank letter." They will give you information about neighborhood banks. You will bring the bank letter, your passport, and SEVIS I-20 to the bank.

### \*\*How can I get a credit card?

Many international students find it difficult to get a credit card in the US. You are advised to get one in your home country before you arrive.

### \*\*\*How can I transfer money?

1. Contact the bank in your country and request a wire transfer to the United States in US Dollars (\$).

2. Tell your bank the exact amount of the dollars you want to send to Pratt Institute. (There will be a fee for this service.)

A. Bring this information to the bank to properly send the wire to Pratt's bank:

Sovereign Bank  
200 Willoughby Avenue  
Brooklyn, NY 11205 USA

- The American Banking Association number (ABA) is: 23172691

- The Pratt Institute bank account number is: 116000340

B. Tell your bank that it is very important that the student's name be written in English and the Pratt ID # appear on the wire transfer, otherwise we will not know for whom the money is intended.

C. When the wire transfer has been sent, please send a fax (718-636-3740), a letter, or come in person to the Bursar's office with the following information:

- Wire date, bank name, country of origin, amount transferred, student's name, student's ID number.

- It may take about 1-2 weeks to receive the wired funds. If you are due a refund of any kind, it may take up to 3 weeks to receive your money from Pratt once the wire has been received. For estimated Expenses for 2007-2008, see page 8.

Summer 2007

# WHAT STUDENTS SHOULD BRING

INTENSIVE  
ENGLISH  
PROGRAM

## Things to Remember Before Leaving

Hand-carry all important documents. Do not check them in your luggage. You must have a Valid passport with F1 and SCP I-20.

- If you are planning to live on-campus, have you made housing reservations prior to your departure?
- Have you had a medical and dental check-up?
- Have you completed and sent the Health Examination Form and Immunization Records?
- If you are taking medication, have you packed it?
- Be sure to label your luggage with your name and address.

## Weather

The Northeastern coast of the US has a varied climate:

- May: 13°C - 21°C and June: 17°C - 26°C  
July and August: 24°C to 32°C

## Basic NYC Clothing

- Umbrella
- Waterproof jacket
- Windbreaker jacket
- Waterproof boots
- Lightweight Sweaters
- Lightweight coat or summer jacket
- Lightweight clothes
- Comfortable walking shoes
- Black colored clothing is favored by New Yorkers