Pratt Institute
Center for Continuing and Professional Studies
Certificate Program in
Computer Graphics and Fashion New Media

Instructions for International Students

1. **APPLY:** To apply for one of the Certificate Programs at the Center for Continuing and Professional Studies at Pratt Manhattan, contact Mr. Chris Ferrara cferrara@pratt.edu/ Tel. +1-212.647.7370.

2. **ENGLISH PROFICIENCY:** English proficiency is essential for admission. A minimum TOEFL score of 500 pbt, 173 cbt, or 61 ibt is required. To waive the TOEFL requirement for Fashion New Media, or Computer Graphics, please consult with Mr. Chris Ferrara cferrara@pratt.edu. In certain cases, students may take an in-house English Proficiency test if they do not meet the minimum TOEFL requirement. For students wishing to take the English Proficiency Test in order to waiver the TOEFL requirement, email the Intensive English Program at iep@pratt.edu.

3. **MAIL YOUR APPLICATION:** Send your completed application forms and required documentation to:
   
   **Center for Continuing and Professional Studies**
   Pratt Manhattan
   144 West 14th Street, Rm. 209
   New York, NY 10011
   USA
   
   Attention: Mr. Chris Ferrara, Program Director

4. **ACCEPTANCE LETTER:** If you are outside of NYC, you will receive an email confirmation of your acceptance into the program before the I-20 is mailed to you. A hard copy acceptance letter will be mailed by the Office of International Affairs with your I-20. If you pick up your I-20, you will be given your acceptance letter in person.

5. **HEALTH INSURANCE:** Health insurance is mandatory. You may choose to enroll in Pratt’s Health Insurance, or waive the insurance if you carry your own health insurance. For information, see www.pratt.edu/health. Email health@pratt.edu to enroll in the Health Insurance. Renew enrollment or waive insurance every Fall semester. Enrollment is for one year starting in Fall and automatically continue for the Spring semester.

6. **HEALTH AND IMMUNIZATION FORMS:** Go to www.pratt.edu/health. Go to Immunization Information. Print the Health Form PDF (called health_counseling_depositedstudent) and have them filled out by a health care provider. Proof of immunization is required by NY State law.

7. **FOR F-1 STUDENTS:** Apply for an I-20. Use the I-20 to acquire your F-1 visa. Go to www.pratt.edu/academics/continuing-education-and-professional/ccps-international/ for the fillable PDF, called International Student Forms. Prepare all supplemental documents, and send everything at one time to the above address. Your I-20 will be processed and express mailed to you (UPS) by the Office of International Affairs.

8. **FOR NON-F-1 STUDENTS:** Just the items numbered 1-8 on the International Student Forms. Go to www.pratt.edu/academics/continuing-education-and-professional/ccps-international/ for the fillable PDF. You will not be able to register without sending required documents.

10. **TRANSFER STUDENTS**: You must request to be transferred from your previous school within 60 days of completing your program and must start the Pratt program within 5 months of completing the previous program. You can stay in the US or travel outside the US while waiting for the Pratt program to begin. You must enter the US with the Pratt I-20.

11. **START DATE**: F-1 students with a “New Initial I-20” may only begin a program in the Fall or Spring semester, not in the summer. Transfer students and students who do not need an I-20 because they are in other statuses than F1 (like H4, E2, etc.) may start in the summer if they desire.

12. **INTERNATIONAL CHECK-IN REQUIREMENTS**: All students are required to Check-In with the Office of International Affairs in person as per Federal Regulation. The Check-In appointment time will be indicated on the cover letter included with the I-20 and will before the official start date of the semester.

13. **ORIENTATION**: You are required to attend the New Student Orientation. Go to [www.pratt.edu/orientation](http://www.pratt.edu/orientation) for dates and information.

14. **FULL-TIME REQUIREMENT**: All F-1 students are required to register for a full-time course of study. Full-time = four courses or 12 CEU’s.

**CONTACT PEOPLE:**

If you have any questions or concerns about the admission procedure:

**Computer Graphics, Fashion New Media:**

Mr. Chris Ferrara, Program Director
Center for Continuing and Professional Studies
Pratt Manhattan
144 W. 14th St.
New York, NY 10011
USA
Tel. +1-212.647.7370
cferrara@pratt.edu

**Regarding the I-20, transfer process, visa application procedure, or international student form questions**

Ms. Silvana Grima, SEVIS Coordinator, International Affairs
Office of International Affairs
Pratt Brooklyn Campus
200 Willoughby Ave.
Myrtle Hall, 2nd floor
Brooklyn, NY 11205
USA
Tel. +1-718-636-3674
sgrima@pratt.edu.