

2022-2023 INTERNATIONAL STUDENT I-20 REQUEST PACKET

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 the U.S.

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. embassy or consulate](#) 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

This packet is designed to walk you step-by-step through understanding and completing the I-20 request process.

Entering/new students: You must confirm your intent to enroll before completing any forms.

Login to your account to accept your offer of admission and pay your tuition deposit.

2. COMPLETE THE REQUIRED FORMS AND COMPILE YOUR SUPPORTING DOCUMENTS

Follow the I-20 Request Packet Checklist below.

3. SUBMIT YOUR COMPLETE I-20 REQUEST PACKET AND SUPPORTING DOCUMENTS

Use the [I-20 Request Packet Submission Form](#) to submit your completed packet and supporting documents to International Student Services (ISS). Refer to the checklist below.

4. WAIT TO RECEIVE YOUR I-20 VIA EMAIL

Your I-20 will be emailed to you. You must print it out, sign it, and present the paper copy at the U.S. port of entry.

Entering/new students: Your I-20 will be sent to the email address associated with your application.

Continuing and returning students: Your I-20 will be sent to your berklee.edu email address.

5. PAY THE I-901 SEVIS FEE ONLINE

You need your I-20 in order to pay the SEVIS fee. Payment instructions will be included with your I-20.

Do not attempt to pay the SEVIS fee until you receive your I-20.

6. SCHEDULE YOUR F-1 VISA INTERVIEW

at the [U.S. embassy or consulate](#) in your home country. (Note: Citizens of Canada or Bermuda are not required to apply for an F-1 visa. You will need to present your passport, I-20, SEVIS fee receipt, and supporting financial documentation at the U.S. port of entry in order to be admitted to the U.S. in F-1 status.)

STUDENT NAME:

ID NUMBER:

I-20 REQUEST PACKET CHECKLIST

Check the box to indicate you have completed each required item. When your request packet is complete, submit it as instructed in #3 above.

REQUIRED FOR ALL STUDENTS:

Page 4: [International Student Information Form](#), completed.

Page 5: [Funding Worksheet](#), completed.

Page 6: [Statement of Financial Support](#), completed by each sponsor indicated on the Funding Worksheet.

Funding documents: submit a bank letter/statement, award letter, and English translation (if necessary) for each funding source indicated on the Funding Worksheet.

Passport: submit a copy of the biographical page(s) of your passport, showing photo, personal information, and expiration date.

SUBMIT THESE ITEMS ONLY IF THEY APPLY TO YOU:

Page 7: [Dependent Information Form](#), completed.

Dependent's passport: submit a copy of the biographical page(s) of your dependent's passport, showing photo, personal information, and expiration date.

For dependent spouse only: submit a copy of your marriage certificate (with word-for-word translation if not in English).

For each dependent child only: submit a copy of your child's birth certificate (with word-for-word translation if not in English)

2022-2023 ESTIMATE OF EXPENSES FOR I-20 ISSUANCE

ACADEMIC PROGRAM	AMOUNT TO DOCUMENT
BERKLEE COLLEGE OF MUSIC	
Professional Diploma	\$ 66,478*
Bachelor's Degree	\$ 72,978*
Master's Degree, M.M. Education only	\$ 52,655
Master's Degree, all other programs	\$ 74,787
BERKLEE NYC	
Master's Degree	\$ 74,787
BOSTON CONSERVATORY AT BERKLEE	
Bachelor's Degree (B.M., B.F.A.)	\$ 71,812
Master's Degree (M.M., M.F.A.)	\$ 67,328
Graduate Performance Diploma	\$ 48,428
Artist Diploma/Professional Studies Certificate	\$ 48,428
MEIP PROGRAM (COLLEGE AND CONSERVATORY)	
MEIP (one semester)	\$ 33,543
DEPENDENT EXPENSES	
Dependent spouse	\$ 8,200
Dependent child (amount per child)	\$ 5,300

* First Year Abroad, continuing, and returning College students can deduct the cost of the entering student software package: \$237.

ABOUT THE ESTIMATE OF EXPENSES

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 their program. 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.

F-1 visa regulations do not permit students to [work off campus](#) (including 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 the College or Conservatory and living in the U.S. 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.

HOW TO CALCULATE YOUR EXPENSES AND ORGANIZE YOUR FUNDING DOCUMENTS

1. FIND THE AMOUNT YOU NEED TO DOCUMENT

Find the amount you need to document for your program on the chart above. Enter this amount on the [Funding Worksheet](#).

2. DETERMINE YOUR FUNDING SOURCES

Typically, students have the following funding sources: a College/Conservatory scholarship, personal funds, family funds, or private/government scholarships.

3. COLLECT PROOF OF FUNDING

[Page 3](#) includes a list of required documents for each type of funding, a sample bank letter, and a list of documents that are not acceptable for I-20 purposes. Read the documentation requirements carefully and share them with your sponsor(s) and/or bank.

4. COMPLETE THE FUNDING WORKSHEET

Use the [Funding Worksheet](#) to calculate your expenses and available funds, and ensure that you have the required documents and supporting materials for a complete I-20 request packet.

5. SUBMIT FUNDING DOCUMENTS WITH YOUR I-20 REQUEST

You must allow enough time for processing your I-20 request and obtaining your F-1 visa (if needed).

You must arrive on campus in time for the [first day of check-in](#) and international student pre-orientation.

FUNDING SOURCE

DOCUMENTS TO SUBMIT

First Year Abroad, continuing, and returning students: Submit a copy of your award letter, or contact financialaid@berklee.edu to request an email confirming the amount of your scholarship be sent to iss@berklee.edu.

A current letter from your bank (see the sample bank letter below).

A current letter from each sponsor's bank and a signed [Statement of Financial Support](#).

An official letter from the sponsoring government/organization. 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.

You may submit proof of your paid tuition bill for the upcoming semester as part of your funding documentation. Contact studentaccounts@berklee.edu to request that an email confirming the amount of your payment be sent to iss@berklee.edu. You must submit additional funding documents so that your total proof of funding is equal to or greater than the [amount you must document](#).

ACCEPTABLE BANK LETTER

- (1) The letter is printed on official bank stationery
- (2) Issue date is within nine months of student's I-20 request
- (3) Name of account holder

If the bank letter/statement is for an account held by a business or corporation, provide proof that you or your sponsor may 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.

(4) Type of account

(5) Account number

(6) Exact current available balance

If you do not wish to disclose the exact balance in the account, indicate that the current available balance is equal to or greater than the [amount you must document](#). For example: a letter for a student in the bachelor's degree program at Berklee can state, "...the current available balance is greater than \$73,000 USD."

(7) Type of currency

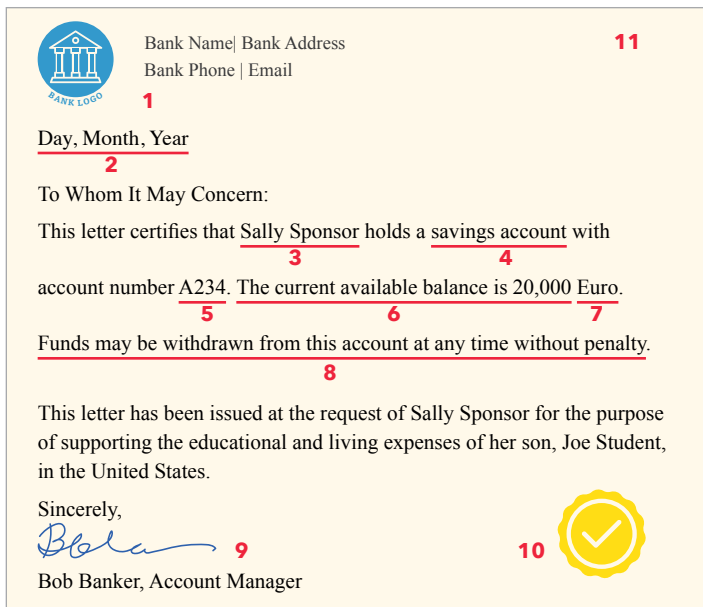
(8) Statement that funds are current and liquid

(9) Signature of bank official

(10) Bank stamp

(11) The letter is written in English

If the letter is not in English, you may submit a word-for-word translation with the original-language document. An official translation is not required; you can complete the word-for-word translation yourself.



UNACCEPTABLE DOCUMENTS AND FUNDING SOURCES

- Any document that is dated more than nine months prior to your I-20 request.
- Screenshots or printouts of an online account taken directly from the browser window (a regular monthly statement downloaded from your online account documents *may* be acceptable).
- Investment accounts such as 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.

INTERNATIONAL STUDENT INFORMATION FORM

ID Number:

Entry/Return Semester:

SCHOOL AND ACADEMIC PROGRAM

Berklee College of Music

Boston Conservatory at Berklee

Berklee NYC

PASSPORT INFORMATION

Enter your information below exactly as it appears in your passport.

Family Name(s):

City of Birth:

Given Name(s):

Country of Birth:

Date of Birth:

Country of Citizenship:

Sex:

Dependents who will live with you in the U.S.:

None

Spouse

Children

(Note: you must complete the [Dependent Information Form](#) and submit additional documents as specified on the form.)

PERMANENT ADDRESS

Enter your permanent address outside of the U.S.

Address Line 1:

Address Line 2:
*(apartment, suite,
etc. if necessary)*

City:

State/Province:

Country/Region:

ZIP/Postal Code:

Phone Number (including country code):

Email:

CURRENT U.S. VISA STATUS

Check the box below that describes your current U.S. visa status.

☐ I am outside the U.S. and need to obtain an F-1 student visa.☐ I am inside the U.S. in F-1 status because I am a current student at another U.S. school OR I am on post-completion OPT.☐ Check this box if you intend to transfer your current, active SEVIS record to Berklee from another school.☐ 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:

FUNDING WORKSHEET

STUDENT NAME:

ID NUMBER:

EXPENSES FOR ONE ACADEMIC YEAR

Find your program and corresponding amount to document on the Estimate of Expenses for I-20 Issuance ([page 2](#)).

EXPENSE TYPE	AMOUNT	
Academic Program		
Berklee College of Music/Berklee NYC	\$	
Boston Conservatory at Berklee	\$	
Dependent Expenses (if applicable)		
Spouse	\$	
Children: X	\$	
TOTAL EXPENSES	\$	Minimum amount you are required to document. Your total available funds must be equal to or greater than this amount..

MY AVAILABLE FUNDS

Check the box to indicate your funding sources and enter the amount in the box. Use the Documentation column to ensure you have the required proof of funding for each source. Documentation requirements are on [page 3](#).

FUNDING SOURCE	AMOUNT	DOCUMENTATION
College/Conservatory scholarship	\$	Required only for FYA, continuing, & returning students: award letter/confirmation email
Personal funds	\$	Bank letter
Family funds		
1. Name:	\$	Bank letter Statement of Financial Support
Relationship to me:		
2. Name	\$	Bank letter Statement of Financial Support
Relationship to me:		
3. Name:	\$	Bank letter Statement of Financial Support
Relationship to me:		
Funds from a private sponsor, government, or organization		
1. Name:	\$	Official letter
2. Name:	\$	Official letter
3. Name:	\$	Official letter
TOTAL AVAILABLE FUNDS	\$	Must be equal to or greater than your total expenses.

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 request 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).

If your parents/guardians are sponsoring you using a joint account, only one parent/guardian needs to complete a Statement of Financial Support.

Provide your sponsor with a copy of the Proof of Funding Requirements on [page 3](#).

STUDENT NAME:

ID NUMBER:

SPONSOR INFORMATION

Enter your full name and home address.

Name:

Street:

City:

(Province):

Country:

Postal Code:

Phone Number (including country code):

Email:

Sponsor's relationship to the student named above:

Parent/guardian

Spouse

Other family

Private sponsor

Sponsorship amount (in U.S. Dollars)

Full amount for student's academic program as listed on the Estimate of Expenses for I-20 Issuance ([page 2](#)).

Partial amount: at least \$

USD

SPONSOR ACKNOWLEDGMENT

I hereby pledge to provide financial support to the above named student to cover the educational and living expenses of their studies at Berklee College of Music/Berklee NYC/Boston Conservatory at Berklee in the United States. I have provided the required documentation from my bank indicating that I have sufficient funds for this purpose.

SPONSOR SIGNATURE:

DATE:

DEPENDENT INFORMATION FORM

This form should be completed only if you have a spouse and/or children who will live with you in the U.S. during your studies. Dependent I-20s will be issued and emailed with the student’s I-20. Dependents must then apply for an F-2 visa to enter the U.S.

STUDENT NAME:

ID NUMBER:

REQUIRED DOCUMENTS FOR DEPENDENTS

You must submit the additional documents listed below.

Dependent Spouse

- Copy of marriage certificate (with word-for-word translation* if not in English)
- Copy of the biographical page(s) of their passport, showing photo, personal information, and expiration date
- Additional funding documents to meet or exceed the amount required for the student’s academic program plus the amount shown for a dependent spouse, listed on [page 2](#).

Each Dependent Child

- Copy of child’s birth certificate (with word-for-word translation* if not in English)
- Copy of the biographical page(s) of their passport, showing photo, personal information, and expiration date
- Additional funding documents to meet or exceed the amount required for the student’s academic program plus the amount shown for a dependent child, listed on [page 2](#).

*An official translation is not required; you can complete the word-for-word translation yourself.

DEPENDENT PASSPORT INFORMATION

Enter each dependent’s information exactly as it appears in their passport.

<div>DEPENDENT No. 1</div> <div>Dependent’s relationship to student: Spouse Child</div> <div>Family Name(s):</div> <div>Given Name(s):</div> <div>Date of Birth:</div> <div>Sex:</div> <div>City of Birth:</div> <div>Country of Birth:</div> <div>Country of Citizenship:</div>	<div>DEPENDENT No. 2</div> <div>Dependent’s relationship to student: Child</div> <div>Family Name(s):</div> <div>Given Name(s):</div> <div>Date of Birth:</div> <div>Sex:</div> <div>City of Birth:</div> <div>Country of Birth:</div> <div>Country of Citizenship:</div>
<div>DEPENDENT No. 3</div> <div>Dependent’s relationship to student: Child</div> <div>Family Name(s):</div> <div>Given Name(s):</div> <div>Date of Birth:</div> <div>Sex:</div> <div>City of Birth:</div> <div>Country of Birth:</div> <div>Country of Citizenship:</div>	<div>DEPENDENT No. 4</div> <div>Dependent’s relationship to student: Child</div> <div>Family Name(s):</div> <div>Given Name(s):</div> <div>Date of Birth:</div> <div>Sex:</div> <div>City of Birth:</div> <div>Country of Birth:</div> <div>Country of Citizenship:</div>