

INTERNATIONAL STUDENT I-20 REQUEST PACKET

Congratulations on your acceptance to Berklee, and welcome to our community. We are here to answer 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 student 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, pay the required I-901 fee (paid after you have the I-20) and then apply for 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

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

Entering/new students: You must submit your tuition deposit before requesting your I-20. Follow the instructions provided by Admissions to accept your offer of admission and pay your tuition deposit.

1. GATHER DOCUMENTS AND COMPLETE THE REQUIRED SECTIONS OF THIS PACKET

Follow the I-20 Request Packet Checklist below.

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

Use the [I-20 Request Submission Form](#) to submit your completed packet and supporting documents to International Student Services (ISS). Refer to the checklist below. Requests submitted via email will not be processed.

3. WAIT TO RECEIVE YOUR I-20 VIA EMAIL

Entering/new students: Your I-20 will be sent to the email address provided within this packet.

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

4. AFTER YOU RECEIVE YOUR I-20, PAY THE I-901 SEVIS FEE ONLINE

You need your I-20 in order to pay the I-901 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.

5. AFTER YOU PAY THE I-901 SEVIS FEE, SCHEDULE YOUR F-1 VISA INTERVIEW

at the [U.S. embassy or consulate](#) in your home country. (Note: Canadian or Bermudian passport holders are not required to apply for an F-1 visa. You will need to present your passport, I-20, I-901 SEVIS fee payment 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.)

I-20 REQUEST PACKET CHECKLIST

When your request packet is complete, use the [I-20 Request Submission Form](#) to submit your completed packet and supporting documents.

REQUIRED FOR ALL STUDENTS:

1. [Student Information for I-20](#) form (page 4).
2. [Affidavit of Support](#), completed by each financial sponsor (page 5).
3. **Evidence of Funding:** submit a bank letter/statement, award letter, and English translation (if necessary) for each financial sponsor.
4. **Passport:** submit a copy of the biographical page(s) of your passport, showing your photo, personal information, and expiration date.

SUBMIT THESE ITEMS ONLY IF THEY APPLY TO YOU:

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

1. **Dependent's passport:** submit a copy of the biographical page(s) of your dependent's passport, showing photo, personal information, and expiration date.
2. **For dependent spouse:** submit a copy of your marriage certificate (with word-for-word translation if not in English).
3. **For each dependent child:** submit a copy of your child's birth certificate (with word-for-word translation if not in English).

2025-2026 COST OF ATTENDANCE

| ACADEMIC PROGRAM | AMOUNT TO DOCUMENT |
|---|--------------------|
| BERKLEE COLLEGE OF MUSIC | |
| Professional Diploma | \$ 73,242 |
| Bachelor's Degree | \$ 80,512 |
| Master's Degree, M.M. Education only | \$ 53,842 |
| Master's Degree, all other programs | \$ 85,932 |
| BERKLEE NYC | |
| Master's Degree | \$ 85,932 |
| BOSTON CONSERVATORY AT BERKLEE | |
| Bachelor's Degree (B.M., B.F.A.) | \$ 82,452 |
| Master's Degree (M.M., M.F.A.) | \$ 80,337 |
| Graduate Performance Diploma | \$ 59,237 |
| Artist Diploma/Professional Studies Certificate | \$ 59,237 |
| MEIP PROGRAM (COLLEGE AND CONSERVATORY) | |
| MEIP (one semester, Fall or Spring) | \$ 38,405 |
| MEIP (one semester, Summer | \$ 17,568 |
| DEPENDENT EXPENSES | |
| Dependent spouse/child (amount per person) | \$ 9,000 |

ABOUT THE COST OF ATTENDANCE

In order for Berklee to issue an I-20, students are required to submit evidence of funding to the school proving you have access to funds which will cover at least one year of educational and living expenses. The information you provide will appear on your I-20. You will need to present the same evidence of funding during your F-1 visa interview.

The cost of attendance includes both direct expenses like tuition, health insurance and fees charged by Berklee, and indirect expenses such as standard estimates for housing, meals, books and supplies, travel, and incidental expenses. This is an estimate – actual expenses may vary depending on the student's choice of housing and lifestyle.

F-1 visa regulations do not permit students to [work off campus](#) (playing gigs, self employment or working for an employer located outside the U.S., etc.) during their first year in the U.S.

Moreover, off campus employment options for 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 estimated cost of attendance for one academic year.

HOW TO CALCULATE YOUR EXPENSES AND ORGANIZE YOUR EVIDENCE OF FUNDING

1. FIND THE AMOUNT OF FUNDING YOU NEED TO DOCUMENT

Find the amount of funding you need to document based on your academic program on the chart above.

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 EVIDENCE 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 financial sponsor(s) and/or bank.

EVIDENCE 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. All evidence of funding must meet the criteria listed under "Acceptable Evidence of Funding".

| FUNDING SOURCE | DOCUMENTS TO SUBMIT |
|---|---|
| BERKLEE SCHOLARSHIP/GRANT | Entering /new students: you do not need to submit confirmation. First Year Abroad, continuing, and returning students: Submit a copy of your award letter. |
| PERSONAL FUNDS | A letter from your bank or monthly bank statement. |
| FAMILY FUNDS/OTHER PRIVATE SPONSOR | A letter or monthly statement from each sponsor's bank and a signed Affidavit of Support . |
| GOVERNMENT/OTHER ORGANIZATION | An official letter from the sponsoring government/organization. The letter must be signed by an authorized representative, detail the terms of your scholarship/grant, state the duration of the award and include the exact total amount of the scholarship/grant. |
| FIRST YEAR ABROAD, CONTINUING, AND RETURNING STUDENTS ONLY: | You may submit proof of your paid tuition bill for the semester you plan to enroll as part of your funding documentation. Submit a screenshot of your student account statement showing the amount paid. You must submit additional funding documents so that your total evidence of funding is equal to or greater than the published cost of attendance . |

ACCEPTABLE EVIDENCE OF FUNDING

Evidence of funding must contain all the information listed below. **The red numbers on the sample bank letter (right)** correspond with each required item in the list below:

- (1) **Detailed bank statement(s) or letter from your bank (see sample) that are less than 9 months old.**
- (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** (last 4 digits of number is sufficient)
- (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 can state, "...the current available balance is greater than \$82,452 USD."
- (7) **Type of currency**
- (8) **Statement that funds are current and liquid**
- (9) **If submitting a bank letter, signature of bank official**
- (10) **If submitting a bank letter, bank stamp/seal**
- (11) **The letter/monthly statement is written in English**
If the letter/monthly statement 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.



1

Bank Name | Bank Address
Bank Phone | Email


11

Day, Month, Year
2


To Whom It May Concern:

This letter certifies that Sally Sponsor holds a savings account with
account number A234. 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, Account Manager

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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.
- ❌ 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 non-liquid assets.
- ❌ Salary, wage, or income statements; tax forms or insurance policies.

STUDENT INFORMATION FOR I-20

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 at birth:

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.

☐ 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 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:

AFFIDAVIT OF SUPPORT

This form is required from each of your financial sponsors (which may include family, friends or other unrelated individuals).

If your parents/guardians are sponsoring you using a financial account that lists both their names, only one parent/guardian needs to complete an Affidavit of Support.

STUDENT NAME:

ID NUMBER:

FINANCIAL SPONSOR INFORMATION

Enter your full name

Name:

Phone Number (including country code):

Email:

Sponsor's relationship to the student:

Parent/guardian

Spouse

Other family

Private sponsor

Sponsorship amount (in U.S. Dollars)

Amount: \$

USD

SPONSOR ACKNOWLEDGMENT

I hereby pledge to provide the stated 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 understand that evidence of funding in the form of a bank letter/monthly bank statement must be submitted along with this affidavit of support and attest that the indicated funds are available for this purpose.

SPONSOR SIGNATURE:

DATE:

DEPENDENT INFORMATION

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 all 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.

DEPENDENT No. 1

Dependent's relationship to student: Spouse Child

Family Name(s):

Given Name(s):

Date of Birth:

Sex:

City of Birth:

Country of Birth:

Country of Citizenship:

DEPENDENT No. 2

Dependent's relationship to student: Child

Family Name(s):

Given Name(s):

Date of Birth:

Sex:

City of Birth:

Country of Birth:

Country of Citizenship:

DEPENDENT No. 3

Dependent's relationship to student: Child

Family Name(s):

Given Name(s):

Date of Birth:

Sex:

City of Birth:

Country of Birth:

Country of Citizenship:

DEPENDENT No. 4

Dependent's relationship to student: Child

Family Name(s):

Given Name(s):

Date of Birth:

Sex:

City of Birth:

Country of Birth:

Country of Citizenship: