It can take up to three weeks for an I-20 Form to be issued and delivered to most countries. AVOID DELAYS AND ADDITIONAL EXPENSES! PLEASE SEND I-20 REQUEST DOCUMENTS BY THE PREFERRED FILING DATE:

SUMMER or FALL SEMESTER: APRIL 1ST  *  SPRING SEMESTER: NOVEMBER 1ST

How do I know if I need a new I-20 from Berklee?
You will need a new I-20 from Berklee if...
✓ ...your last semester enrolled as a full-time student at Berklee was the Fall 2012 semester or earlier.
✓ ...your SEVIS record (I-20) was transferred to another school in the U.S.
✓ ...your SEVIS record (I-20) was terminated/cancelled for another reason.

How do I know if I need to apply for a new F-1 visa?
You DO need a new visa if your current F-1 visa stamp is expired.

Even if you do currently have a valid F-1 visa stamp in your passport, you may need to get a new one. You must contact the US embassy in your home country to ask them if you need a new visa.

*Note: Citizens of Canada or the British Overseas Territory of Bermuda are not required to apply for an F-1 visa.*

How do I get a new I-20?
You must submit the following documentation:

1. **Returning Student I-20 Request Form**
   - Make sure to print clearly, as the information you provide will be used to mail your I-20 to you.

2. **Financial Documentation**
   - Please see the enclosed Estimate of Expense sheet for a list of acceptable documentation and the amount you need to show.

3. **Affidavit of Support**
   - If someone other than you will be paying your education bills, each of your sponsors must sign a separate Affidavit of Support. Please refer to the sample letter on the enclosed Estimate of Expenses sheet.

4. **Scholarship Letter**
   - If you have been awarded a scholarship from Berklee or from another source, please include a copy of the award letter.

5. **Photocopy of the information page of your passport**
   - This allows us to confirm that all information on your I-20 is correct. Please send a clear, legible copy.

What is the best way to submit my I-20 request documents?
Scanning and emailing your documents as a PDF attachment to returningstudents@berklee.edu is the quickest and most reliable way to submit your documents to us. You may also send them by fax to the Returning Student Coordinator at +1-617-747-8520.

*Please do not send your original documents to us. You must keep the originals for your visa interview and/or to show the immigration official at the port-of-entry.*
Once I submit my documents, how long will it take to receive my new I-20?

It can take up to three weeks for an I-20 Form to be issued and delivered to most countries.

Please submit your documentation as early as possible to ensure that you have your I-20 in time to apply for a student visa and/or travel to the US.

You will not be able to begin your studies at Berklee until you have obtained both a Berklee I-20 and F-1 visa.

Once I receive my I-20, what should I do next?

Step 1: Pay the $200 SEVIS fee online.
You must have your I-20 before you can pay the SEVIS fee. Instructions for payment will be mailed to you along with your I-20.

Step 2: Determine if you need to apply for a new F-1 visa.

Step 3: If you do need to apply for a new F-1 visa, make an appointment at the US consulate/embassy in your area.
Although applicants for F-1 visas are given priority for visa interview appointments, you must consider the time it will take to process your visa and return your passport to you.

You can check the visa waiting times for each U.S. Embassy/Consulate by following the link below:  
http://travel.state.gov/visa/temp/wait/wait_4638.html

Remember to bring the following things with you to your visa interview:

1. Confirmation of enrollment at Berklee College of Music.
2. I-20 Form
3. SEVIS fee payment receipt.
4. Funding documents - the same ones you submitted to Berklee for I-20 issuance.
5. Valid Passport (valid for at least 6 months beyond the date of your travel).
6. Proof that you intend to return to your own country after completing studies.

At the Port of Entry in the United States

- Do NOT enter the US on a tourist (B1/B2) visa.
- Keep your I-20, passport, and important documents in your carry-on bag. You will need them to show the immigration official upon your entry into the US.
- Double-check your documents before you leave the immigration official:
  - Make sure page 1 of your I-20 is stamped and reads, “F-1, D/S” in the stamp.
  - Make sure the officer has returned your portion of the I-94 card, and that it is stamped as above.
ESTIMATE OF EXPENSES FOR I-20 ISSUANCE

To be issued a Form I-20 you must provide documentary proof of finances for the upcoming academic year. This proof must show that you have immediate access to funds (not in the form of an insurance policy, stock, property, etc). Continuing students may provide documentary proof of finances by fax to 617-747-2091 or in .pdf or .jpg format to iss@berklee.edu (Counseling and Advising Center). Returning students may provide proof of finances by fax to 617-747-8520 (Registrar’s Office). All documentation must be in English and less than 9 months old.

On-line bank documents are not acceptable. Original documents may be required on a case-by-case basis.

Documentation can be (one or more of the following):

- A monthly statement or letter on original bank stationary from your bank indicating the current amount and account holder’s name(s) containing an original bank signature and/or stamp; or
- A letter on original bank stationary from your family’s or private sponsor’s bank indicating the current amount in the account(s), account holder’s name(s). If the financial sponsor is anyone other than a parent or spouse, must also provide a letter of support signed by the account holder(s) (sample letter below); or
- Email from the Financial Aid Office to iss@berklee.edu stating the award amount for the next three-semesters (the email should contain your name and Berklee ID number); or
- Student Loan Verification letter indicating amount for the upcoming year; or
- Statement from the Bursar’s Office showing a credit on your student account; or
- Any combination of the above.

Sample Letter of Support

_Sponsor’s Full Name_ 
_Sponsor’s Relationship to Student_ 
_Student’s Name_

_Sponsor’s Signature_ 
_Date (month/day/year)_

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Dear Berklee College of Music Designated School Official:

I, _Sponsor’s Full Name (printed)_ , am writing this letter to provide evidence of my support of _Student’s Name_ , who is my _Sponsor’s Relationship to Student_. I will provide financial resources of _amount in US$_ per year during his/her studies at Berklee College of Music. Enclosed is an original letter from my bank, indicating that I have sufficient funds for this purpose.

If you have any questions, please call me at _Sponsor’s Telephone Number_ .

Sincerely,

_Sponsor’s Signature_
Returning Student I-20 Request Form

Berklee ID: ___________________________ Semester Returning: ___________________________

Family Name: __________________________
Given Name: __________________________

Please send my I-20 to me via:

☐ UPS Express Mail (recommended)
☐ Regular Postal Mail

Permanent Address (Outside the United States)
Street: __________________________
City: __________________________
Province: __________________________
Postal Code: __________________________
Country: __________________________

Mailing Address for I-20
(ONLY if different from permanent address)
Street: __________________________
City: __________________________
Province: __________________________
Postal Code: __________________________
Country: __________________________
Telephone Number: __________________________

Billing Address:
☐ Same as Permanent Address
☐ Same as Mailing Address
☐ New Address (complete address information below)
Street: __________________________
City: __________________________
Province: __________________________
Postal Code: __________________________
Country: __________________________
Telephone Number: __________________________

Student Signature __________________________ Date __________________________

Phone: __________________________
Email: __________________________

If you are transferring to Berklee from another school in the US, please also complete the "I-20 Transfer Form" on the reverse side.

Ret. Student I-20 Request Updated 10/06/2010 - CVF
Berklee College of Music Estimate of Expenses for I-20 Issuance
Fall 2015, Spring 2016, and Summer 2016 Semesters

This estimate covers a nine (9) month academic year; or two full-time semesters.

<table>
<thead>
<tr>
<th>BM Tuition</th>
<th>$38,940</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses:</td>
<td></td>
</tr>
<tr>
<td>Room/Board = $17,546</td>
<td></td>
</tr>
<tr>
<td>Personal &amp; Transportation = $2,170</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies = $474</td>
<td></td>
</tr>
<tr>
<td>Living Expenses Total = $20,190</td>
<td></td>
</tr>
<tr>
<td>Other Expenses:</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Fee = $1,142</td>
<td></td>
</tr>
<tr>
<td>Health Insurance = $2,233</td>
<td></td>
</tr>
<tr>
<td>Other Expenses Total = $3,375</td>
<td></td>
</tr>
<tr>
<td>Total BM Tuition + Expenses = $62,595</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PD Tuition</th>
<th>$33,566</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living Expenses:</td>
<td></td>
</tr>
<tr>
<td>Room/Board = $17,546</td>
<td></td>
</tr>
<tr>
<td>Personal &amp; Transportation = $2,170</td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies = $474</td>
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<td></td>
</tr>
<tr>
<td>Health Insurance = $2,233</td>
<td></td>
</tr>
<tr>
<td>Other Expenses Total = $3,375</td>
<td></td>
</tr>
<tr>
<td>Total PD Tuition + Expenses = $57,131</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Charges:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per credit charge = $1,378</td>
</tr>
<tr>
<td>Part-time Comp. Fee = $285</td>
</tr>
<tr>
<td>(6 credits or fewer)</td>
</tr>
<tr>
<td>Dependents:</td>
</tr>
<tr>
<td>Spouse = $8090</td>
</tr>
<tr>
<td>Each Child = $5,170</td>
</tr>
<tr>
<td>Returning Students who have not purchased the laptop:</td>
</tr>
<tr>
<td>Mac laptop/software = $3,108</td>
</tr>
</tbody>
</table>

- The Estimate of Expenses is determined annually by the Office of Financial Aid and using consumer price index statistics calculated by the United States Department of Labor.
- This estimate includes direct costs that appear on a student’s account (tuition and fees), and indirect estimated costs (living expenses).
- Room and Board costs are based on the published cost of on-campus housing with a meal plan.
- The estimate for living expenses indicate basic living expenses only. Students who plan on a lifestyle that includes frequent restaurant patronage, owning a car, entertainment such as concerts and movies, etc. may require additional funds.

### Acceptable Funding Documents - Proof of funds can be any one or combination of the following:

1. **Bank Letter/Monthly Statement** which shows all of the following:
   - Date of issue
   - Type of currency
   - Account number (last 4-digits)
   - Account holder’s name
   - Type of account (checking, savings, deposit, etc.)
   - Bank logo and signature of bank official.
   - Current available balance and statement that there are no restrictions of withdrawal from the account.

2. **Scholarship:** Email to iss@berklee.edu from the Office of Scholarships stating the guaranteed amount awarded for the next 3 semesters.

3. **Grant:** Email to iss@berklee.edu from the Office of Financial Aid stating the amount awarded for the next three 3 semesters.

4. **Loan:** Student Loan Verification Letter (promissory note) indicating the loan amount for the upcoming year.

5. **Tuition Bill:** Paid tuition bill from the Bursar’s Office showing credit on your student account.

### Funding documents must...

- be less than nine (9) months old.
- show immediate access to funds.
- be in English.
  - If the document is not in English, you must submit a copy of the original document accompanied by a word-for-word English translation.
  - You may complete the translation yourself.

### Documents we will NOT accept include:

- Online printouts of bank statements
- Wage statements, tax forms, or insurance policies.
- Proof of stocks, lines of credit, bonds, or other investment funds.
- Statements of value for property, real estate, or other assets.

**New I-20 Request Form and Estimate of Expenses for I-20 Issuance**  
**Fall 2015, Spring 2016, and Summer 2016 Semesters**  
**International Student Advising - Counseling and Advising Center**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for New I-20:</th>
<th>Financial Documentation Requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Lost</td>
<td>☐ BM - two semesters, full time = $62,505</td>
</tr>
<tr>
<td>☐ Correction</td>
<td>☐ PD - two semesters, full time = $57,131</td>
</tr>
<tr>
<td>☐ Extension: ☐ academic or ☐ medical</td>
<td>☐ Part time: Semesters Remaining = ____________</td>
</tr>
<tr>
<td>New I-20 end date: __________________</td>
<td>Credits Remaining = __________________</td>
</tr>
<tr>
<td>☐ Change of academic program to: BM / PD Semester: __________</td>
<td>The following calculation is based on the number of credits and semesters remaining, as indicated above.</td>
</tr>
<tr>
<td>☐ Add dependent(s): Spouse $8090 Child $5170</td>
<td>Tuition = $ __________</td>
</tr>
<tr>
<td>☐ Spouse</td>
<td>Living Expenses = $ __________</td>
</tr>
<tr>
<td>☐ Child(ren) = (number)</td>
<td>Other Expenses = $ __________</td>
</tr>
<tr>
<td>☐ Other: __________________</td>
<td><em>(Fees &amp; Health Insurance)</em></td>
</tr>
</tbody>
</table>

| Total Funding Required = $ __________ |

**Deadline to Submit Funding Documents:**  
☐ Bank statement / letter  
☐ Affidavit of Support  
*(if funding documents are not from parents or spouse)*  
☐ Scholarship confirmation  
*(Office of Scholarships email directly to iss@berklee.edu)*  
☐ Other: __________________

**Important Dates:**  
I-20 Expires: ____________  
Deadline to Change Program: ____________  
Deadline to Declare Part-Time: ____________  
Tuition Payment Due: ____________

**SUBMISSION OF DOCUMENTS:**  
**Current Students** submit documents via Email: iss@berklee.edu or Fax: 617-747-2091  
**Returning Students** (working with the Returning and Special Student Coordinator) submit documents via Email: returningstudents@berklee.edu or Fax: 617-747-8520

- Include your name and student ID number in the email or fax cover sheet.  
- Keep the original documents for your records. *(NOTE: We may require original documents on a case-by-case basis.)*

**CAC Advisor Checklist (FOR OFFICE USE ONLY)**  
☐ All required funding documents received  
fsaATLAS:  
**TASK:** ☐ New I-20 task created  
☐ I-20 Issued *date:* ____________  
DSO: ____________  

fsaATLAS:  
☐ Date issued added to Note section of Task  
☐ Task completed, email sent

<table>
<thead>
<tr>
<th>Received by: ____________</th>
<th>Date: ____________</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I-20 Financial Information:</strong></td>
<td></td>
</tr>
<tr>
<td>Personal = $ __________</td>
<td></td>
</tr>
<tr>
<td>BCM Scholarship = $ __________</td>
<td></td>
</tr>
</tbody>
</table>
| Another Source = $ __________ | *(Specify type:)*  
| Total = $ __________ |