

International Student Visa Information

Berklee Summer Programs welcomes students from all over the world to join us for the summer!

Visa Requirements

US Citizenship and Immigration Services (USCIS) requires that students participating in the [Five-Week Summer Performance Program](#), [English as a Second Language Program](#), or the [Twelve-Week Full-Credit Summer Program](#) apply for an F-1 Student Visa. Students are encouraged to send the required documents to the Office of Special Programs as early as possible to ensure that there is enough time to apply for a student visa. If you are participating in the Twelve-Week Full-Credit Summer Program please contact the Office of Admissions (internationaladmissions@berklee.edu) for I-20/visa information. Do NOT enter the US on a tourist visa or a tourist status to participate in English as a Second Language Program, Summer Performance Program or the Full-Credit Summer Program.

If you are already in the United States on a different visa status, please notify the Office of Special Programs (summer@berklee.edu) as soon as possible. Also, if you are attending another school in the United States as an F-1 student or plan to do so before coming to Berklee, be sure to inform us of this so we can arrange for your existing immigration record to be transferred to Berklee. Students who plan to transfer to Berklee must also complete the **I-20 Request Form** and submit their supporting documents to the College.

Who can receive a Berklee I-20?

In order to be eligible for a Berklee I-20, you must:

- a. Be accepted to program.
- b. Confirm your intention to enroll in program by paying tuition deposit.
- c. Be able to demonstrate that you have enough funding for program. See "Estimate of Expenses" section of Affidavit of Support for specific information about the cost of the program you are attending.

Step One:

Pay \$200 tuition deposit to confirm your intention to enroll in the program.

Step Two:

Submit your complete I-20 Request Form.

You must submit the following items to the [Office of Special Programs](#). Keep copies of all documents you submit to Berklee since you may need them when you apply for your visa at the US Consulate in your area. A complete I-20 request includes:

- a. **I-20 Request Form:** Complete and sign this form. Be sure to write clearly and provide all necessary contact information.
- b. **Photocopy of the information page of your passport.** This allows us to confirm that all information on your I-20 is correct. Please send us a clear, legible copy.
- c. **Affidavit of Support:** If you will be receiving financial support from a parent, relative, friend, or other sponsor, each of your sponsors must sign a separate Affidavit of Support promising to provide the necessary funds. Please note that these Affidavits are program-specific. Students attending the Five-Week Program must complete the [Five-Week Summer Performance Affidavit of Support](#), while students attending English as a Second Language Program must complete the [English as a Second Language Affidavit of Support](#).
- d. **Financial Documentation:** This can be a bank letter or statement demonstrating that you and/or your sponsor(s) have enough money to provide the promised support. If you have a scholarship, please also include a copy of the scholarship letter.

Step Three:

Mail your complete I-20 Request Form and supporting documents to the [Office of Special Programs](#).

What happens after my I-20 Request has been received by the Office of Special Programs?

Once all of your I-20 Request materials have been received by our office, they will be evaluated to ensure that all requirements for an I-20 have been met. If they have not been met, an email will be sent to the email address you indicate on your I-20 Request Form explaining what information is still missing. **Please be sure to provide a valid email address.**

Completed applications will be processed in the order that they are received. I-20s are sent out as early as three months before the start of the program or as soon as possible after all materials have been received. All I-20s sent to addresses outside the United States are sent via courier mail service, which provides the quickest and safest way for this important document to reach you. **Please note that I-20s cannot be faxed.**

I will be attending another school in the US before coming to Berklee. What do I need to do?

If you will be attending another US school in the semester or term before beginning your studies at Berklee, you must submit the following:

- a. A complete I-20 Request Form
- b. A completed I-20 Transfer Report, which you can request by sending an email to the Office of Special Programs (summer@berklee.edu)

You will take the Transfer Report to the international student advisor at the school you are/will be attending before Berklee and ask the advisor to transfer your immigration record to Berklee at the end of your studies there.*

We will then issue you a 'transfer pending' I-20. If you plan to travel outside the US before you transfer to Berklee, we will mail the I-20 to you. Otherwise you can pick up your new I-20 at Berklee during registration.

Students transferring from another US institution will not have to apply for a new visa, pay the SEVIS fee, or travel outside the United States if you have a transfer I-20. We require students who are transferring their I-20 to Berklee to provide their physical address in the United States (no P.O. Boxes), so be sure to include that information in your request.

*International Students attending the Twelve-Week Full-Credit Summer Program must direct all questions to the Office of Admissions (internationaladmissions@berklee.edu).