New I-20 Request Form and Estimate of Expenses for I-20 Issuance  
Fall 2013, Spring 2014, and Summer 2014 Semesters  
International Student Advising - Counseling and Advising Center

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

### Reason for New I-20:
- [ ] Lost  
- [ ] Correction  
- [ ] Extension: [ ] academic or [ ] medical  
  New I-20 end date: ____________  
- [ ] Change of academic program to: BM / PD  
  Semester: ____________  
- [ ] Add dependent(s):  
  - [ ] Spouse  
  - [ ] Child(ren) = _______ (number)  
- [ ] Other: ____________

### Financial Documentation Requirements:
- [ ] BM - two semesters, full time = $60,437  
- [ ] PD - two semesters, full time = $55,407  
- [ ] Part time: Semesters Remaining = _______  
  Credits Remaining = _______

The following calculation is based on the number of credits and semesters remaining, as indicated above.

- Tuition = $ _______
- Living Expenses = $ _______
- Other Expenses = $ _______
  (Fees & Health Insurance)  
- Dependent Expenses = $ _______

**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 your advisor)*  
- [ ] Other: ____________

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

**Deadline to Declare Part-Time:**
- Date declared part-time: _______
- Date added to Note section of Task: _______

- Documents may be sent to your International Advisor via email or fax:  
  - Andrea Tikofsky: atikofsky@berklee.edu or Cara Frankowicz: cfrankowicz@berklee.edu  
  - Fax: 617-747-2091
- Include your name and student ID number in the email or fax cover sheet.
- You must keep the original documents for your records.

*(NOTE: We may require original documents on a case-by-case basis.)*

### CAC Staff & Advisor Checklist (FOR OFFICE USE ONLY)

- [ ] All required funding documents received  
  - fsaATLAS:  
    - TASK: [ ] New I-20 task created  
    - I-20 Issued *(date):* _______  
    - FILE: Copy pg. 1 and 3 of I-20  
  - fsaATLAS:  
    - [ ] Date issued added to Note section of Task  
    - Task completed, email sent

**Received by:** _______ **Date:** _______

**I-20 Financial Information:**  
- Personal = $ _______
- BCM Scholarship = $ _______
- Another Source = $ _______
  *(Specify type: _________)*  
- Total = $ _______
Berklee College of Music Estimate of Expenses for I-20 Issuance
Fall 2013, Spring 2014, and Summer 2014 Semesters
(This estimate covers a nine (9) month academic year; or two full-time semesters.)

<table>
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<tr>
<th>BM Tuition</th>
<th>PD Tuition</th>
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<tr>
<td>Living Expenses:</td>
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</tr>
<tr>
<td>BM Tuition</td>
<td>$36,514</td>
</tr>
<tr>
<td>Off-Campus Room/Board = $17,200</td>
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<tr>
<td>Personal &amp; Transportation = $3,217</td>
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<tr>
<td>Books &amp; Supplies = $474</td>
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</tr>
<tr>
<td>Living Expenses Total = $20,891</td>
<td></td>
</tr>
<tr>
<td>Other Expenses:</td>
<td>Other Expenses:</td>
</tr>
<tr>
<td>Comprehensive Fee = $1,072</td>
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</tr>
<tr>
<td>Health Insurance = $1,960</td>
<td>Health Insurance = $1,960</td>
</tr>
<tr>
<td>Other Expenses Total = $3,032</td>
<td></td>
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<td>Total BM Tuition + Expenses = $60,437</td>
<td></td>
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<tr>
<td>PD Tuition</td>
<td>$31,484</td>
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Additional Charges:
- Per credit charge = $1,293
- Dependents:
  - Spouse = $7,890
  - Each Child = $5,045
- Returning Students who have not purchased the laptop:
  - Mac laptop/software = $3,172
    (includes 6.25% Massachusetts state sales tax)

- The Estimate of Expenses is determined annually by the Office of Financial Aid using cost-of-living 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 combination of the following:

1. Bank letter/monthly statement which shows all of the following:
   - Date of issue
   - Type of currency
   - Account number
   - Account holder’s name
   - Type of account (checking, savings, deposit, etc.)
   - Bank logo and signature of bank official.
   - Current available balance and/or statement that there is no restriction of withdrawal from the account.

2. Scholarship: Email from the Office of Scholarships stating the amount awarded for the next 3 semesters.
3. Grant: Email 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 an 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.