Preliminary Requirements for Application for International Exchange

International exchange is limited to partner institutions with established Memoranda of Understanding (MOU). All International Exchange Students (IES) applying to the Pacific Northwest College of Art (PNCA) should have the following qualifications:

Academic Standing
IES must be full time students (not less than 12 credit hours/semester) during their time at PNCA. They should be at the 3rd year level of 4-year programs or 2nd year level of 3-year programs or at post-graduate level. They should be a full time student in good academic standing at their home institution. They need to fulfill all the selection requirements of the home institution prior to application and have a letter of recommendation supporting exchange from the International Officer of the home institution. The quality of the portfolio is a primary evaluation tool for program admission.

Demonstrated Ability to Understand, Speak, and Write in English
The degree program at PNCA includes many classes that deal with abstract, intellectual concepts, which require a degree of English comprehension. The College does not offer special courses for students with limited comprehension of English, nor does it offer any program designed to teach English as a second language (ESL). The home school International Officer should verify adequate proficiency through TOEFL score of 72 (IBT), 530 (PBT) or 197 (CBT) and IELTS: 6, or TSE 50 or course work or practical experience and provide documentation in the Letter of Recommendation from the Home Institution International Officer. PNCA may provide support IES with Learning Partners (language and culture), limited tutorial support and/or accommodations consistent with American Disabilities Act compliance as appropriate.

Fiscal Responsibility
While PNCA provides substantial financial support for IES, they should anticipate supplemental funds to support art materials, books, room and board, transportation and incidental living expenses. IES are expected to be financially self sufficient while attending PNCA, without the need for supplemental employment. Therefore, official documentation of the financial resources to support these expenses for the student’s course of study at PNCA is required at the time of application. The applicant or the applicant’s sponsor must also guarantee that the applicant will be able to finance their time of study at PNCA. The Tuition and Fees are waived for IES and indicated as Tuition and Fee waiver on Page 5 under International Exchange Student Affidavit of Financial Support. This is a Federal requirement that PNCA administers and a requirement of the visa process.

Health and Safety
PNCA requires all IES and accompanying spouse and/or dependents to carry Health Insurance and to provide PNCA with the written statement by a physician who has examined the student and can verify the student is sufficiently healthy to study abroad for the semester and has appropriate vaccinations for measles, mumps and rubella (MMR) at minimum. If you have medical insurance from your home country, please bring proof of coverage in the U.S. with you. Otherwise you will be required to pay for the current PNCA IES Health Insurance Policy Options.

Minimum coverage must provide:
Medical benefits ($50,000 per accident or illness),
Deductable not exceed $500 per accident or illness,
Expenses associated with the medical evacuation to the home country ($10,000),
Repatriation of remains ($7,500)
International Exchange Student Application and Information

International students are a welcome and valued part of the educational community at Pacific Northwest College of Art (PNCA). The diversity and range of their cultural experiences broadens our understanding of the visual arts and strengthens the awareness of global concerns within our academic community and city. International students admitted to PNCA as transfer or new students with intent to graduate are usually designated the F–1 student visa status. The J–1 student visa status is designated for degree and non-degree students participating in international semester exchange. International Exchange Students (IES) are limited to either International Partner Institutions with established Memoranda of Understanding or students sponsored substantially by funding from any source (governmental or non–governmental grants, scholarships, fellowships, etc.) other than personal or family funds.

How to Obtain J–1 Visa Status
1. The first step to apply to PNCA as an exchange student begins with your home institution. Please contact the International Office of your home institution for the home application process. You will need to apply to both your home institution and PNCA and the program is highly selective.
2. Provide PNCA with documentation of your financing for the duration of your stay, which may be one semester or two depending on your home institution and any limits indicated in the Memorandum of Understanding (MOU) between institutions. Include living expenses, books and materials, transportation and tuition (if applicable). See International Exchange Student Affidavit of Financial Support.
3. Photocopy of the picture page of your passport and two passport photos.
4. Proof of English Proficiency established by your home International Officer or proof of TOEFL score of 72 (IBT), 530 (PBT) or 197 (CBT) and IELTS: 6, or TSE 50. See sample Letter of Recommendation for International Officers. Page 8
5. Assemble all documents and apply to the PNCA International Office for admission to the exchange program.
6. When all the documents are in order and the Program Admission Letter is sent, PNCA will issue you a DS–2019 document and send it to you.
7. Sign your DS–2019 and use it to apply for your J–1 visa at the nearest U.S. Consulate in your home country. This usually requires an appointment. You will need: your signed DS–2019, acceptance letter and copies of your financial statements. Please check the current J–1 student visa requirements at the U.S, Consulate nearest to you before you make the appointment.

After Receiving your J–1 Visa
1. You may use your DS–2019 and J–1 visa to enter the United States up to 30 days before the start date listed on your DS–2019.
2. Attend the mandatory International Student Orientation to learn more about adapting to life at PNCA, Portland, Oregon and your J–1 legal obligations as well as verification of Medical Insurance.
3. Be responsible for maintaining your status to ensure that you are able to complete your studies.
4. Use the Office of International Studies as a resource for learning more about your documentation, travel benefits, compliance issues, and employment and internship regulations.

Orientation
Office of International Studies in conjunction with Student Services hosts an informational International Student Orientation prior to the beginning of every semester. The orientation is mandatory for all J–1 visa status students prior to attending classes at PNCA.

Office of International Studies  Director of International Studies  Associate Director of International Studies
Process and Checklist
To apply for exchange from a partner institution, please submit: by the deadlines below. You must apply to your home institution and be approved for exchange before applying to PNCA for exchange. The documents must be complete before the application can be considered.

1. **International Exchange Student Application** Page 4

2. **Letter of Interest** stating the courses or curricular areas that you would like to pursue during your semester exchange and reason for selecting PNCA.

3. **Portfolio of at least 10 current artworks** in digital form (CD) and list of Title, Medium & Size text file included in the CD is required of each applicant. We will also accept short video clips in DVD format–see attached format preference. Pages 9, 10, 11, & 12 for reference.

4. **Transcripts from the home institution** and any previous institution of higher education.

5. **International Exchange Student Affidavit of Financial Support** (Note: original documentation will need to be attached to this form by the student; the student must show proof of available funds to cover the current semester’s living expenses in USD, the minimum is indicated on the form. Exchange students may use a combination of resources to meet the minimum but documents need to be provided for each source (i.e. Personal Bank Statements or Notarized letter from Bank, Family or Sponsor Funds, etc.). Pages 5 & 6, attach required documents

6. **Physician’s Statement** stating that the physician has examined the student and can verify that the state of the student’s health is adequate for study abroad and has appropriate vaccinations for mumps, measles and rubella (MMR). See sample Medical Statement. Page 7

7. **Letter of Recommendation from your International Officer** supporting your exchange and containing verification of adequate English skills for the intended course of study –see sample letter in addendum. Page 8

8. **A photocopy of the picture page of your passport.**

9. You will be required to show proof of medical insurance at the orientation for IES but it is not required for admission.

**Application Deadlines**: Fall Semester deadline: **April 1st**    Spring Semester deadline: **October 30th**

<table>
<thead>
<tr>
<th>Fall 2014</th>
<th>Spring 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 28 – New Student (IES) Orientation</td>
<td>January 15 – New Student (IES) Orientation</td>
</tr>
<tr>
<td>September 2 – Classes Begin</td>
<td>January 20 – Classes Begin</td>
</tr>
<tr>
<td>November 24 &amp; 25 Thanksgiving Holiday</td>
<td>March 23–29 – Spring Break (Holiday)</td>
</tr>
</tbody>
</table>
Mailing Address / Contact Information / Questions
The information provided on the following pages is designed to guide you through the IES admission process. If you have any questions after reading this information, please contact our Academic Advisor–International or the Director of International Studies,

<table>
<thead>
<tr>
<th>Office of International Studies</th>
<th>Director of International Studies</th>
<th>Associate Director of International Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Northwest College of Art</td>
<td>Prof. Orleonok Pitkin</td>
<td>Sarah Lonnquist</td>
</tr>
<tr>
<td>1241 NW Johnson St.</td>
<td><a href="mailto:lpitkin@pnca.edu">lpitkin@pnca.edu</a></td>
<td><a href="mailto:slonnquist@pnca.edu">slonnquist@pnca.edu</a></td>
</tr>
<tr>
<td>Portland, OR</td>
<td>+503–821–8929 fx</td>
<td>+503–821–8929 fx</td>
</tr>
</tbody>
</table>

International Exchange Student Application
Please use your official name as it appears on all visa, passport and college application materials. Type or print clearly. This information will be used for the DS–2019.

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name</th>
<th>Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State/Province</td>
<td>Country</td>
</tr>
<tr>
<td>Current Telephone Number (include country and city code)</td>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Permanent (Home) Mailing Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>Country</td>
</tr>
</tbody>
</table>

Gender: Male ○ Female ○ Use This Mailing Address for DS–2019: Current Address ○ Permanent (Home) Address ○

<table>
<thead>
<tr>
<th>Date of Birth (d/mo/yr)</th>
<th>City of Birth</th>
<th>Country of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country of Citizenship</td>
<td>Marital Status</td>
<td>Citizenship of Spouse</td>
</tr>
</tbody>
</table>

Parent or Guardian

December 16 – End of Classes | May 15 – End of Classes

Office of International Studies
Director of International Studies
Associate Director of International Studies
Pacific Northwest College of Art
Prof. Orleonok Pitkin
lpitkin@pnca.edu
+503–821–8929 fx
+503–821–8884
Sarah Lonnquist
slonnquist@pnca.edu
+503–821–8909

International Exchange Student Application
Please use your official name as it appears on all visa, passport and college application materials. Type or print clearly. This information will be used for the DS–2019.

<table>
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<tr>
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<tr>
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<td>Email Address</td>
<td></td>
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<tr>
<td>Permanent (Home) Mailing Address</td>
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<td></td>
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Gender: Male ○ Female ○ Use This Mailing Address for DS–2019: Current Address ○ Permanent (Home) Address ○

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<tbody>
<tr>
<td>Country of Citizenship</td>
<td>Marital Status</td>
<td>Citizenship of Spouse</td>
</tr>
</tbody>
</table>

Parent or Guardian

4

XST 1-LONNQUIST-REVISED 6/6/14
#### International Exchange Student Affidavit of Financial Support

Please complete the following. Type or print clearly.

The information supplied on this form is to certify that you have the financial resources necessary to provide for living expenses while studying at Pacific Northwest College of Art. You are expected to provide documentation detailing financial resources equal to or exceeding that required for attendance for one semester (4 weeks). All documentation sent in support of your financial ability must be official, in original form, and must be translated into English. Photocopies, carbon copies, fax transmissions, or information provided by third parties will not be accepted. The total minimum funds for the Academic Year 2014–2015 are $7,987 USD per semester.

Tuition and Estimated Living Costs for the 2014–2015 Academic Year per Semester

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees (Waived for Exchange Programs)</td>
<td>$15,890&lt;</td>
</tr>
<tr>
<td>Supplies and books</td>
<td>500</td>
</tr>
<tr>
<td>Room and Board (based on one person living alone in an apartment)</td>
<td>5,162</td>
</tr>
<tr>
<td>Transportation</td>
<td>425</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>1,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>900</td>
</tr>
<tr>
<td><strong>Cost of Attendance</strong></td>
<td>$23,927(USD)</td>
</tr>
<tr>
<td><strong>Total Cost for Exchange Program per Semester</strong></td>
<td><strong>$7,987 (USD)</strong></td>
</tr>
</tbody>
</table>

Please note that these costs are estimated and are based on a moderate standard of living. Actual costs may vary depending on the student's individual circumstances. Tuition and other costs should be expected to increase every year.

**Sources of your financial support:**

You must include official, original documentation detailing the support listed below. All documents must be in English or be accompanied by notarized English translation. The documents must be dated within the previous three months. All figures must be in U.S. dollars.

<table>
<thead>
<tr>
<th>Name of Institution, Bank, etc.</th>
<th>Amount Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Funds</td>
<td></td>
</tr>
</tbody>
</table>
Family Funds: ____________________  
Sponsor Funds: ____________________  
Foundation Funds: ____________________  
Government Funds: ____________________  

Total Funds Available (must equal or exceed $6,828USD): ____________________  

I certify the information in the form is accurate and complete to the best of my knowledge. I also understand that the submission of inaccurate information can be sufficient cause for terminating my application or enrollment at Pacific Northwest College of Art and can result in the cancellation of my student visa.

Signature of Applicant: ____________________  
Date: month/day/year

Samples of Affidavit of Support & Financial Documentation –Bank Letter or Bank Statements required for a DS-2019.

Requirements for the Affidavit of Support ____________________  
Sample Letter ____________________  

1. Date not older than (3) three months.  
2. Original signature signed in blue ink.  

Date ____________________  

To Whom it May Concern: ____________________  

I, (sponsor’s name), (relation to student), hereby certify that I am able and willing and do promise to support (student’s name), for a minimum of (USD amount) for living expenses for each semester of study at Pacific Northwest College of Art. Evidence of my current financial resources is attached to this affidavit of support. I hereby affirm that I understand the contents of the affidavit and that the statements are correct.

Sincerely, ____________________  

(Sponsor’s Signature) ____________________  

Sponsor’s Name ____________________  
Address ____________________  
City, Country, Postal Code ____________________  
Email address ____________________  

Financial Documentation–Bank Letter or
Measles, Mumps & Rubella Vaccine Requirement

Pacific Northwest College of Art requires all incoming students to show evidence of immunity to measles, mumps and Rubella. Many students have only received one dose of Measles, Mumps, and Rubella vaccine (MMR), and therefore a booster dose of MMR vaccine must be obtained.

All entering students born after 1956 must have a least one of the following:
- Two vaccinations of MMR on or after their first birthday, with a minimum of 30 days between the first and second dose with physicians signature to verify immunization.
- Show evidence of immunity to measles, mumps and Rubella.
- Physician’s signature certifying prior measles, mumps and Rubella.

Please indicate month and year of the last two vaccinations of MMR below along with physician’s signature for verification:

Month / Year       Month / Year       Physicians Signature       Date

Physicians Address       Physicians Phone

Exemptions:
Age Exemption: Please initial here if you were born before 1957: ______

Medical Exemption:
Acceptable reasons may include:
- Serious allergic reactions (anaphylactic) to eggs, Neomycin, or other vaccines.
- Pregnancy or intent on becoming pregnant within 28 days.
- Immuno-suppression such as occurs with cancers (leukemia, lymphoma) or medications for such diseases
- Taking high doses of cortisone-type medications for more than 2 weeks.

All medical exemptions require a physician’s certification and signature:
I certify that this individual should be exempted from the MMR vaccine requirements based on:
- History of disease (provide year): Rubella________ Mumps________
- Immune Titers: Rubella: Result____________ Date:_______, Mumps: Result____________ Date______
- The following medical reason:____________________________________________________________________

______/______   ______/______   ________________________________________________________________________
Month / Year      Month / Year        Physicians Signature

Physicians Address

Religious Exemption:
I have read and understand the above information. I am adherent to a religion, the teachings of which are opposed to immunization, and therefore request that I be exempted from the immunization requirement.

____________________________________________________________________________________________________
Signature        Date

**In the event of an outbreak, individuals with a religious or medical exemption for measles or mumps may be excluded from the college.

Sample Letter of Recommendation From Home Institution International Officer
Letterhead

Date:______________

Office of International Studies
Pacific Northwest College of Art
1241 NW Johnson St
Portland, Or
97209   USA

Letter of Recommendation for (your institution) Student Exchange Program

This verifies that (students name) has applied and been approved by (name of your institution) to participate in our mutual International Exchange Program and complies with the criteria in our Memorandum of Understanding. I recommend this student for the (Fall or Spring semester) 20___.

(Students name) is currently completing their (number) semester in (major or discipline area) and will be taking courses at the 200 and 300 level at PNCA. (His/her) has completed courses in their discipline focus as indicated in the transcripts, is in good academic standing and has course evaluations above average.

I would like to confirm that (students name) has suitable English proficiency for studying abroad and engaging theoretical issues in art and design as verified by:

☐ TOEFL score of 72 (IBT)      ☐ 530 (PBT) or       ☐ 197 (CBT) and IELTS: 6 or      ☐
TSE 50 or                         ☐ Course work or        ☐ Practical experience (please indicate)

I understand that PNCA may provide additional support for International Exchange Students through Learning Partners (language and culture), limited tutorial support and/or accommodations consistent with American Disabilities Act compliance as appropriate or needed.

(Please indicate any special needs)

Regards,

____________________________________________________________________

signature

Name
Title
Address
Email
Phone & Fax
DIGITAL PORTFOLIOS (4 pages)

Digital Portfolio: STILL IMAGES

GUIDELINES AND REQUIREMENTS

A Word Document must accompany the CD and/or DVD listing:
Name
Title of Course
Term/Year

This must include an annotated list of works indicating

Project
Title
Media
Dimensions
Date

FOR STILL IMAGES ON CD: at least 4 x 6 inches, 300 dpi, jpg. Do not put into a PowerPoint presentation.
(If you wish to have your digital files made into slides. it is recommended that they be 400 dpi in TIFF format)

CD; Make sure it is labeled with:
Your name: Damien Hirst
Title of Course: Body Politics
Term/Year: Fall, 2006

For each project create a file folder with the number or topic name

Example:
Project #1

Within each file folder, each image should be labeled with your last name, which project and number the images if you have more than one

EXAMPLE:
Hirst_Project#1-1
Hirst_Project#1-2
Etc

Detail or multiple views of work are recommended as dictated by the work
Make sure you do your best to check the quality of the images and that they are in focus, cropped, color corrected. These images are utilized for instructor evaluation of work, but are also helpful for any scholarship, exhibition applications, graduate school, and grant proposals. They can be used for printed publications or uploaded to the web, emailed, etc.
Digital Portfolio: VIDEO / MOVING IMAGE PROJECTS

GUIDELINES AND REQUIREMENTS

A Word Document must accompany the DVD–R and CD–R media listing:
Name
Title
Year

This must include an annotated list of works indicating
Project
Title
Media
Dimensions
Date

FOR MOVING IMAGES on CD/DVD and/or ARCHIVE Mini–DV tape:

CD/DVD: You may use a CD or DVD depending on the size of your project(s).

Make sure it is labeled with:
Your name: Emily Franz
Title: Video Installation_234
Term/Year: Fall, 2006

For moving image portfolio there are 4 basic forms:
• Individual QuickTime movies burned as data
• DVD with titles and/or menus with projects
• An auto play DVD

INDIVIDUAL QUICKTIME MOVIES ON A CD/DVD

These may be removed and put on a computer to be viewed, or put on another CD or DVD to combine a number of projects. This is used for archiving and easy access to individual QuickTime projects.
This is a good format to turn into instructors for grading and archive use.

Multiple projects are ok as long as you burn them at the same time. You can create a folder for them labeled specifically and then burn that folder onto the CD/DVD. Unless you have Toast or another software, you cannot burn a disk more than one time no matter how small your first project file is.

EACH QUICKTIME MOVIE: Make sure each is labeled with your last name, the project title and running time.

Example:
Franz_ Running with Scissors
3 min. or 3:30 (for minutes and seconds)
Digital Portfolio: VIDEO/ MOVING IMAGE PROJECTS con’t

A DVD with TITLE and/or BUTTONS and MENUS WITH PROJECTS that play ONLY when clicked with the mouse or remote. This is good for presentations to a class or group in a lecture setting or for interactive DVD projects.

TITLES AND FOLDERS FOR DVD: Arrange your projects in groups and put them in folders or create a button for each project to give easy access to the work. Label each project with the title and running time.

Example;
Title: EMILY FRANZ VIDEO PORTFOLIO
Buttons for folders: Projects (with projects inside folder)
Homage to Nam June Paik
Project
Collaboration
Documentation of Projects (with documentation inside folder)
Still of installation
Video documentation of Installations

AN AUTOPLAY/auto loop DVD: A single edited project/ QuickTime movie, burned to play when inserted into a DVD player or computer. This is an auto play disk for presentation, critiques and gallery viewing. You put it in and it plays until you turn off the player (auto loop).

If you have a QuickTime movie that includes many projects:
• put a title at the top of the project/movie with artist name and total running time for all projects together
• put a title before each project including artist and running time for that project or if they are all one artist, then just title and running time.

Example: Primary title
Video Installation Homage Projects
TRT 13 min.

Example: Title for each piece
Running with Scissors
Emily Franz
TRT 1:30

VIDEO QUALITY: Make sure you do your best to check the quality of the video. This media will be utilized for instructor evaluation of work, it is also helpful for any scholarship, exhibition applications, graduate school, and grant proposals. It can be uploaded to the web, emailed, etc.

QUICKTIME MOVIES: A FULL SIZE QUICKTIME from Final Cut Pro or iMovie is the easiest to create and will be of high quality. You may also use QuickTime compression to create specific sizes and specifications that are better suited for different purposes. CREATE THE HIGHEST QUALITY QUICKTIME MOVIE YOU CAN.
MINI–DV ARCHIVE: This is the highest quality archive of your original project.

This is the MASTER copy of your project. You will make future copies for presentation and film and video festivals from this master.

Export directly from your video edit program to mini–dv tape. Keep a MASTER TAPE with all of your projects separated by countdown leader. Each project should be labeled: This tape is for your use only. Never give out your master. Make a copy onto another tape or CD/DVD.

Example: label for each project on the Master tape
Project title
Your name
Total running time
Date