

International students are a welcome and valued part of the educational community at the Pacific Northwest College of Art. The diversity and range of their cultural experiences broadens our understanding of the visual arts as well as strengthens the awareness of global concerns within our student body.

PNCA offers the student a comprehensive and demanding program of sequentially structured classes that lead to a Bachelor of Fine Arts in, Animated Arts, Communication Design, Illustration, Intermedia, Painting, Photography, Printmaking, Sculpture, Video & Sound and Writing. In addition to the studio requirements for this degree, students must also take courses in liberal arts, mathematics and sciences to be eligible for graduation.

PNCA also offers Graduate Degrees in Visual Studies, Applied Craft + Design, Collaborative Design, Print Media, Low-Residency in Visual Studies and an MA in Critical Theory + Creative Research.

The information provided is designed to guide you through the admissions process. If you have any questions after reading this information, please contact our International Admissions office via email at [international@pnca.edu](mailto:international@pnca.edu).

## APPLICATION CHECKLIST FOR INTERNATIONAL STUDENTS (BFA, MFA & MA):

In addition to your application for admission to PNCA we will need the International Packet completed. Please send a digital copy to [international@pnca.edu](mailto:international@pnca.edu) with hard copy to follow:

**IMMIGRATION INFORMATION SHEET (pages 4, 5 and 6)**

The information on this form allows us to ensure the quick and accurate processing of your application and immigration documents.

**SCANNED COLOR COPY OF THE PICTURE PAGE OF YOUR PASSPORT**

**OFFICIAL TRANSCRIPTS**

Official transcripts in their original language from every institute, college, university, or post-secondary school attended. To be considered official, your documents must arrive in our office in a sealed envelope from your school. High school transcripts are required for all students who do not have what is equivalent to a US Bachelor's degree (please see the "Policy on Official Documents" page for additional information).

**TRANSCRIPT/CREDENTIAL EVALUATION**

PNCA **REQUIRES** transcript evaluations and translations to English. Translation is not required if transcript is in English, however the evaluation will still need to be done. PNCA recommends that evaluations and translations be done by World Educational Services (WES). Information about WES is available at [www.wes.org](http://www.wes.org).

**EVIDENCE OF FINANCIAL RESOURCES (F-1 and J-1 student visa applicants only) (pages 9 and 10)**

You must show proof of adequate financial support for at least your first year of study at PNCA, prior to admission. Please see the financial resources information sheet for details.

**PROOF OF ENGLISH LANGUAGE PROFICIENCY**

The degree program at PNCA includes many classes that deal with abstract intellectual concepts that require a high 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. Please see below for our TOEFL and MELAB test score requirements. PNCA requires official transcripts from the testing organization.

**IMMUNIZATION REQUIREMENTS (See page 8)**

**PROOF OF ENGLISH LANGUAGE PROFICIENCY**

**TOEFL TEST SCORE MINIMUM REQUIREMENTS**

	<u>Paper Based TOEFL</u>	<u>Computer Based TOEFL</u>	<u>Internet Based TOEFL</u>
Undergraduate applicants	550	213	79
Graduate	600	250	100

**MELAB TEST SCORE MINIMUM REQUIREMENTS**

<http://www.cambridgemichigan.org/melab>

**In Person Test**

Undergraduate	77
Graduate Applicants	84

**REQUIRED IF YOU CURRENTLY RESIDE IN THE U.S. WITH A STUDENT VISA:**

- SEVIS TRANSFER (F-1 and J-1 student visa applicants only)**  
**Important: Please do not take this step until AFTER you receive formal notification of admissions by PNCA.** If you are transferring from a school within the U.S., an International Student Advisor at your current school must verify that you are in compliance with U.S. immigration regulations. After certifying your eligibility to transfer to PNCA, your advisor will make an entry in the Student and Exchange Visitor Information System (SEVIS). *Please disregard this step if you are not currently studying in the U.S. with a student visa.*

**NOTE:** \*All documents submitted become property of PNCA and cannot be returned, copied or released.

\*PNCA does not require Graduate applicants to submit a Graduate Record Examination (GRE).

\*Before going to the U.S. Embassy or Consulate for your visa interview, you must pay the \$100 processing fee called the SEVIS I-901 Fee. Information on paying this fee is available at [www.fmjfee.com/i901fee/](http://www.fmjfee.com/i901fee/).

**MAIL MATERIALS TO:**

Admissions Office  
Pacific Northwest College of Art  
511 Broadway  
Portland, OR 97209

**INQUIRIES:**

[international@pnca.edu](mailto:international@pnca.edu)  
Fax: 503-821-8978  
Web: [www.pnca.edu/admissions](http://www.pnca.edu/admissions)

**EMAIL MATERIALS TO:** [international@pnca.edu](mailto:international@pnca.edu)

PRIORITY FILING DATES FOR INTERNATIONAL PACKET\*:

<b>STARTING SEMESTER</b>	<b>PRIORITY FILING DATE</b>
Fall 2016	May 2 <sup>nd</sup> , 2016
Spring 2017 (BFA Only)	November 2, 2016

\*ADMISSIONS PRIORITY DEADLINES MAY BE EARLIER THAN THOSE LISTED ABOVE. PLEASE REFER TO PROGRAM WEB SITES FOR FURTHER DETAILS:

Bachelor of Fine Arts : <http://www.pnca.edu/programs/bfa/c/majors>

Masters of Fine Arts in Applied Craft & Design: <http://www.pnca.edu/graduate/c/acd>

Masters of Fine Arts in Collaborative Design <http://www.pnca.edu/graduate/c/cd>

Masters of Arts in Critical Theory and Creative Research <http://www.pnca.edu/graduate/c/ctcr>

Masters of Fine Arts in Print Media <http://www.pnca.edu/graduate/c/pm>

Low-Residency Masters of Fine Arts in Visual Studies <http://www.pnca.edu/graduate/c/lrvs>

Masters of Fine Arts in Visual Studies: <http://www.pnca.edu/programs/mfa/visualstudies.php>

*\*To be considered for the Ed Cauduro and Dorothy Lemelson Scholarships, you must complete your application prior to February 15*

## FREQUENTLY ASKED QUESTIONS GENERAL INFORMATION

### ***How do I know if I am considered an “international student?”***

An international student is any person who currently resides or plans to reside in the United States on a non-immigrant visa while studying at Pacific Northwest College of Art. A list of non-immigrant visas can be accessed on the United States Citizenship and Immigration Services website: <http://uscis.gov/graphics/services/visas.htm>. Citizens, permanent residents (green card holders), and persons with asylum or refugee status are NOT considered international students.

### ***How do I know which level to apply for?***

- **Undergraduate:** If you have not yet completed a first university degree (equivalent to a 4-year U.S. bachelor’s degree), you should apply as an undergraduate student.
- **Graduate:** You should complete a Graduate application if you want a Master’s degree.

### ***I’m currently in the U.S. on a visa other than the F-1 or J-1 student visa. Must I be a full-time student?***

No. Only holders of F-1 or J-1 student visas must be enrolled full-time (at least 12 credits per semester for undergraduate students, and 9 credits per semester for graduate students). With most other non-immigrant visas, you may be part-time or not enrolled at all. But if you currently reside in the U.S. with a B-1, B-2, or F-2 visa, there are special restrictions on your ability to study in the U.S. Please contact the Office of Admissions to discuss your situation.

## I-20 CERTIFICATE OF ELIGIBILITY

### ***What is an I-20 form? Why do I need it? What is SEVIS?***

PNCA issues I-20 Certificates of Eligibility via the Student and Exchange Visitor Information System (SEVIS) to admitted international students who meet all immigration requirements. If you currently do not reside in the U.S., you will need an I-20 document from PNCA to apply for an F-1 student visa at the U.S. Embassy in your country. If you currently study at another institution inside the U.S., you must receive a PNCA I-20 to complete your transfer process. SEVIS is the electronic database that maintains information on international students and exchange visitors in the U.S. It allows only one U.S. education institution to access a student's immigration record at any given time.

***What is required to receive an I-20 if I am outside the US? What is the last date PNCA can issue my I-20?***

To receive an I-20, you must be admitted to PNCA and have submitted all admissions requirements including proof of financial resources for at least your first year of PNCA study. Please refer to the "Tuition, Fees, and Estimated Living Expenses for International Students" sheet for current information about the minimum financial documentation required for an I-20. Remember that you must be admitted before we can issue the I-20 form. After you receive your I-20, obtaining a student visa can be a lengthy procedure; be sure to allow sufficient time to complete the entire process. The US Embassy in your home country can answer questions about how long it will take to request and receive a student visa.

***I'm already in the U.S. as an F-1 student. Do I need to get a new transfer I-20?***

If you are attending another school in the US but intend to begin studying at PNCA, you must obtain an I-20 from PNCA to complete the transfer procedure. To receive an I-20, you must be admitted to PNCA and have submitted proof of financial resources for at least your first year of PNCA study. Please refer to the "Tuition, Fees, and Estimated Living Expenses for International Students" sheet for current information about the minimum financial documentation required for an I-20. In addition, an international student advisor at your current school must complete the PNCA "Transfer Information Form" and electronically release your SEVIS record to PNCA. Please do not ask your international student advisor to release your SEVIS record to PNCA until AFTER you have been admitted and have submitted sufficient financial documentation. Your PNCA transfer I-20 must be issued before the first day of your initial admission term. Please refer to the Transfer Information Form for more information. *If you currently are not studying in the U.S. on F-1 or J-1 student visa, you do not need to satisfy this requirement.*

## INTERNATIONAL STUDENT INFORMATION SHEET

*All international applicants must complete this form*

### PERSONAL INFORMATION (EXACTLY AS IT APPEARS ON YOUR PASSPORT):

- 1) Name: \_\_\_\_\_  
Family Given Middle
- 2) Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ 3) Gender: \_\_\_\_\_  
Month / Day / Year
- 4) City of Birth: \_\_\_\_\_ 5) Country of Birth: \_\_\_\_\_
- 6) Country of Citizenship: \_\_\_\_\_
- 7) Email Address: \_\_\_\_\_ 8) Phone Number: \_\_\_\_\_
- 9) Fax Number (if available): \_\_\_\_\_

### PNCA PROGRAM INFORMATION:

- 8) Intended Major at PNCA: \_\_\_\_\_
- 9) Intended Degree at PNCA (please choose only one):  BFA  MFA  MA
- 10) Year to begin studies at PNCA: 20\_\_\_\_\_
- 11) Semester to begin studies at PNCA (please choose only one):  Fall/Sept  Spring/January

### IMMIGRATION INFORMATION:

- 12) I-20 should be sent to this address (No PO Box):

\_\_\_\_\_  
\_\_\_\_\_

- 13) Current Physical Location Address: \_\_\_\_\_

\_\_\_\_\_

- 14) If you currently are **inside** the US, please list your current visa type: \_\_\_\_\_ visa date: \_\_\_\_\_

- Do you plan to maintain this visa type to attend PNCA?:  YES /  NO
- If you plan to change to an F1 student visa and your current visa type is other than F1, do you plan to travel outside the United States to apply for your F1 visa?:  YES /  NO
- If you are now on an F1 visa, do you plan to travel outside of the US before beginning study at PNCA?:  
 YES /  NO

- Are you transferring from another school?:  YES /  NO

If YES, please list school name: \_\_\_\_\_

15) If you are currently **outside** the US, with what Visa type do you plan to enter the US: \_\_\_\_\_

- Are you planning on changing to a different visa type to attend PNCA?:  YES /  NO
  - o If Yes, are you planning to travel outside of the US to change your visa type:  YES /  NO
- Do you plan to travel before beginning study at PNCA:  YES /  NO

\*Before going to the U.S. Embassy or Consulate for your visa interview, you must pay the \$100 processing fee called the SEVIS I-901 Fee. Information on paying this fee is available at [www.fmjfee.com/i901fee/](http://www.fmjfee.com/i901fee/).

## POLICY ON OFFICIAL DOCUMENTS

### **What is an official transcript?**

An official transcript is a verification of your academic record issued in the original language directly from the original, issuing source (a college, university, technical school, or secondary school). This document must arrive in our office in a sealed/unopened envelope with a university stamp or signature on the closed envelope flap.

An official transcript **IS NOT**:

- A document that has been authorized by an official notary or government office;
- A photocopy of a document;
- A document that arrives in our office without an envelope or in an open envelope; or
- A translation of a document.

### **Special instructions for students who cannot obtain another original transcript and/or degree certificate:**

Please ask your school for an attested transcript. To request an attested document, send your school a photocopy (never the original) of your academic records. Your school will verify the photocopies with their records, place their original school stamp/seal onto the photocopies (thereby attesting them), put the attested copies into a school envelope, and affix their school stamp across the envelope flap. Your school can mail the attested copies of your records directly to us or you may deliver the sealed/unopened envelope to our office.

***Please NEVER send an original copy of your diploma. All submitted documents become the property of PNCA and cannot be photocopied or returned.***

## OFFICIAL DOCUMENTS – FREQUENTLY ASKED QUESTIONS

### ***The international admissions information states that I must submit an official transcript. What is an official transcript?***

At institutions of higher education in the U.S., the term "official" has a specialized meaning. An official transcript is an authorized certification of your academic credentials that was placed into an envelope by the original, issuing source and arrives in our office still sealed (unopened). This certification can be mailed directly to us, or you may deliver the sealed/unopened envelope to our office.

### ***My school will only issue one transcript and/or degree certificate. What should I do?***

In situations where only one original transcript was issued by your school, you may request that they send us an attested transcript. To request an attested transcript, you should send your school a photocopy of your academic records. Your school will then verify the photocopies with their records, place their original school stamp or seal onto the photocopies (thereby attesting them), put the attested copies into a school envelope, and place their school stamp across the envelope flap. Your school can then mail the attested copies directly to us, or you may deliver the sealed/unopened envelope to our office.

### ***In my country, students receive only one original transcript/diploma. Aren't these original documents considered "official?"***

No. "Original" and "official" documents are two different things. In many cases, a student will be given only one "original" academic document by their school. Unfortunately, this original document will not satisfy Pacific Northwest College of Art's

requirement for an official transcript. To be considered “official,” the document must be placed into a sealed envelope by the original institution and delivered unopened to PNCA. However, you may submit attested copies of your originals by following the instructions in the previous answer.

***I had my official transcripts and/or degree certificate sent to a translation agency because they are not in English. The translation agency sealed my original academic records in an envelope with the translations. Are these transcripts and/or degree certificates official?***

Unfortunately, no. To be considered official, an academic document must be placed into a sealed envelope by the original institution and delivered unopened to PNCA. Because your academic records were opened by a translation agency, they are no longer considered official. If you know that you need to have your documents translated and you do not have your original copy for a translator to use, please request two copies of your academic record from your college/university. Then give one copy to the translation agency and the second unopened copy to PNCA. This procedure will enable you to satisfy PNCA’s official document requirement.

***What if my school offers to send an English version of my transcripts instead of the one in my original (main) language? Will this English transcript fulfill the requirements for an official transcript and translation?***

Not always. If English is the **only** language of instruction used at your college/university, you may submit just the English-version transcript. But if some/all of the instruction at your college/university takes place in a language other than English, you always must submit a transcript in the original (main) language.

***Should I send PNCA my original transcript and/or degree certificate? If I do send them, can I get them back?***

No. **Never** send us your original documents because all submitted documents become the property of PNCA and cannot be returned. If you do send your originals to the Office of Admissions by mistake, you can contact us to discuss the possibility of having them returned to you. Please note that you are still required to provide PNCA with an official transcript since “original” documents do not meet PNCA’s definition of an “official” transcript. If you have only one original transcript, we recommend that you never mail your documents anywhere as they may become lost in the mail.

***Will PNCA accept a photocopy of my transcripts while I am in the process of getting the official transcripts?***

No. All documents must be official and photocopied transcripts are not considered official unless attested by the original college/university.

***I attended a university but I want to start over as a freshman, and I don't care if I receive any transfer credit. Do you still need my university transcript? Or, I attended a university, but I am planning on doing a completely different program at PNCA. Since I won't use any of my previous credit toward my new academic major, do you still need all my university transcripts?***

Yes, we do. We always need a complete record of your academic history. Even if you do not plan to use any previous credits, we require all university-level transcripts for your admission application. If you knowingly omit any academic study from your application, you will be in violation of university requirements and may be subject to disciplinary action. Upon receipt of any previously omitted academic records, PNCA is required to re-evaluate your admission.



Pacific Northwest College of Art

# Measles and Mumps Vaccine Requirement

\_\_\_\_\_  
Last Name First Name M.I. Date of Birth

Pacific Northwest College of Art requires all incoming students to show evidence of immunity to measles (rubeola) and mumps. 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 (Rubeola) and mumps.
- Physician’s signature certifying prior measles (Rubeola) and mumps.

Please indicate month and year of the last two vaccinations of MMR below along with physicians 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 physicians certification and signature:**

I certify that this individual should be exempted from the MMR vaccine requirements base on:

- History of disease (provide year): Rubeola \_\_\_\_\_ Mumps \_\_\_\_\_
- Immune Titers: Rubeola: Result \_\_\_\_\_ Date: \_\_\_\_\_, Mumps: Result \_\_\_\_\_ Date \_\_\_\_\_
- The following medical reason: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month / Year Month / Year Physicians Signature Date

\_\_\_\_\_  
Physicians Address Physicians Phone

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



## INTERNATIONAL STUDENTS TUITION, FEES, AND ESTIMATED LIVING EXPENSES 2016-2017 Academic Year

Please note that US immigration regulations require undergraduate and graduate students enroll full-time each semester of study.

### Undergraduate

Tuition and fees per year, full time: \$34,550

Health Insurance, per year\*\*: \$2,300

Living Expenses:

- Room/Board: \$12,504
- Books/supplies: \$1,000
- Transportation: \$950
- Miscellaneous: \$2,000

**Total cost for BFA for one year: \$53,304**

### MFA in:

#### Collaborative Design

#### Print Media

#### Visual Studies

Tuition and fees per year, full time: \$36,285

Health Insurance, per year\*\*: \$2,300

Living Expenses:

- Room/board: \$12,230
- Books/supplies: \$2,000
- Transportation: \$950
- Miscellaneous: \$2,250

**Total cost for MFA for one year: \$56,015**

### MFA in Applied Craft & Design

Tuition and fees per year, full time: \$36,725

Health Insurance, per year\*\*: \$2,300

Living Expenses:

- Room/board: \$12,230
- Books/supplies: \$2,000
- Transportation: \$950
- Miscellaneous: \$2,250

**Total cost for MFA for one year: \$56,455**

### MA in Critical Theory and Creative Research

Tuition and fees per year, full time: \$49,025

Health Insurance, per year\*\*: \$2,300

Living Expenses:

- Room/board: \$18,345
- Books/supplies: \$1,500
- Transportation: \$1,425
- Miscellaneous: \$3,375

**Total cost for MFA for one year: \$75,970**

### MFA Low Residency in Visual Studies

Tuition and fees per year, full time: \$22,400

Health Insurance, per year\*\*: \$2,700

Living Expenses:

- Room/board: \$12,800
- Books/supplies: \$2,000
- Transportation: \$2,625
- Miscellaneous: \$2,450

**Total cost for MFA for one year: \$44,975**

\*\* Required of all students taking 6 or more credits who do not already have health insurance. This fee is waived upon proof of current health coverage. The health insurance fee waiver must be renewed each semester. Students taking less than 6 credits may purchase the College's student health insurance if desired.

***Why do I need to submit proof of financial resources?***

Per government regulations, all international students wishing to obtain a student visa (either F-1 or J-1) must provide their respective educational institutions with evidence of adequate financial support for at least their first year of study.

***I do not intend to study at PNCA with an F-1 or J-1 student visa. Must I show proof of financial resources?***

No. Only applicants who intend to study at PNCA with F-1 or J-1 student visas must submit proof of financial resources.

***Can you issue my I-20 before I show proof of financial support?***

No. We must receive sufficient financial documentation prior to issuing your I-20 or DS 2019 immigration document.

***What is the amount of financial resources I must provide?***

U.S. immigration regulations require F-1 and J-1 students to provide their respective educational institutions with proof of financial resources for at least their first year of study (amounts stated above). IMPORTANT NOTE: The visa officer at the U.S. Embassy or Consulate may require that you show proof of financial support for your entire degree program. If you must apply for or renew your F-1 or J-1 student visa before joining PNCA, please check with the U.S. Embassy or Consulate in your country for exact requirements.

***I have a bank letter that indicates I have maintained a bank account for a certain number of years, but it does not specify my account balance. Is this bank letter acceptable?***

No. The following information must appear on an original bank statement or bank letter on official bank stationery: (1) the account holder's name, (2) the account number(s), (3) the date the account was opened, and (4) the current account balance(s).

***I don't have enough money in a bank account, but I have other assets. Will they be acceptable for an I-20 or DS 2019?***

No. Real estate holdings, insurance policies, personal property, and stock holdings cannot be used to confirm financial support.

***Do I have to show my own personal financial resources, or can I show the resources of a relative or other sponsor?***

Your tuition and living expenses can be provided by a family member or a private sponsor. Your sponsor must complete and sign the PNCA Statement of Financial Support or the U.S. Citizenship and Immigration Services I-134 Affidavit of Support form. Your sponsor also must submit an original bank statement/letter with the specific details as described above. You may have more than one sponsor but each sponsor must complete and sign required documents above.

***Is my sponsor required to submit an affidavit of support?***

Yes. Your sponsor must complete one of the following documents: (1) the PNCA Statement of Financial Support form or (2) the U.S.

Citizenship and Immigration Services I-134 Affidavit of Support form. We must receive one of these forms and your sponsor's necessary supporting financial documentation before we can issue your I-20 form.

***I am sponsored by my government. What kind of financial documentation should I submit?***

Your government must send us an original, official Billing Authorization Letter with full disclosure of the extent and amount of government or agency support including dates of sponsorship and any special conditions.

***I don't think I will require so much money for living expenses. Do I still have to show the amount listed?***

Yes. The "Tuition, Fees, and Estimated Living Expenses for International Students" amounts reflect the average cost of living for international students in Portland. It is unlikely that your living expenses will be less than the estimated amount.

***I will be living with a relative or host family in Portland. Must I provide a bank statement for the full amount of the estimated living expenses?***

No. You do not have to provide a bank statement for the portion of your living expenses that will be provided by your relative or host family. Your relative/host sponsor must be a US citizen, permanent resident, or be otherwise legally authorized to work in the US, and this individual cannot be an international student on an F-1 or J-1 visa. In addition to an Affidavit/Statement of Support form (as described above), your relative/host sponsor must submit one of the following documents: (1) a copy of the previous year's tax return, and/or (2) an employment letter on business stationery with the following details: (a) date of employment, (b) job title, (c) annual salary, and (d) whether position is temporary or permanent. Please note that you are required to submit an official bank letter/statement (either yours or your sponsor's) for the amount of your first year's tuition and fees.



## SPONSOR STATEMENT OF FINANCIAL SUPPORT

If the name appearing on the financial documents belongs to someone other than the student, the PNCA 'Sponsor Statement of Financial Support' or the U.S. Government Form I-134 'Affidavit of Support' must be completed by the sponsor whose name appears on the document. The sponsor may use 1) this 'Statement of Financial Support' form or, 2) download Form I-134 from the U.S. government website: <http://uscis.gov/graphics/formsfee/forms/i-134.htm>.

**PLEASE NOTE:** The financial documentation must be from a savings or draft/checking account and indicate the current balance in the account in the currency in which it is held. (Please do not convert to U.S. dollars unless account is in U.S. dollars.) An *original* letter or bank statement on bank stationery is required. The document must list: date the account(s) opened, name(s) of account holder(s), and present balance. Real estate holdings, personal property and common stock holdings *cannot* be used to confirm financial support.

**If Student Will Reside with a Sponsor in the Portland Area:** If a student is planning to live with the sponsor in the Portland area, the sponsor can submit either a statement from their employer on business stationery or a copy of their most recently filed tax return. If the sponsor chooses to submit a letter from the employer it must indicate: dates and nature of employment, salary paid, and whether the position is temporary or permanent. This may be all the student needs to prove his or her ability to meet the living expenses financial documentation requirement (Please note, a bank statement must verify that the cost of tuition can be covered). If the sponsor is self-employed, the sponsor can submit a copy of their most recently filed tax return or report of commercial rating concern to cover living expenses instead of showing this in a bank statement (Please note, a bank statement must verify that the cost of tuition can be covered).

### FUNDS FOR:

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Date of Birth (Month/Day/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that I am willing and able to provide a minimum of \$ \_\_\_\_\_ (U.S. dollars) each year for (check one box)

Tuition       Living Expenses       Both

for the expenses of \_\_\_\_\_, who is my \_\_\_\_\_,  
(student's name) (relationship)

for the duration of his/her academic study at PNCA. Official documentation of my financial resources (an original letter on bank stationery and/or an original bank statement prepared and dated within the last six months – see note above), accompanies this Statement of Support. I promise to notify PNCA immediately if at any time I must discontinue providing for the educational and/or living expenses of this student.

Signature of sponsor \_\_\_\_\_ Date \_\_\_\_\_

Name of sponsor (printed) \_\_\_\_\_

Address of sponsor \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_



### DECLARATION OF FINANCES

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

International students who will study at PNCA on an F-1 student visa must first obtain an I-20 Form from PNCA before they apply for the student visa at a U.S. Consulate. The U.S. Government requires us to obtain verification of a student's financial capability to live and study at PNCA. The I-20 document will not be issued without the completion of the information below and submission of the necessary supporting documents, as noted. All funds are subject to currency exchange fluctuation. All expenses are subject to change. Students **SHOULD NOT** plan to attend Pacific Northwest College of Art until they have been issued an I-20 Form by PNCA and have secured the appropriate F-1 visa from the U.S. Consulate.

**SOURCE OF FINANCIAL SUPPORT (Please check at least one and provide appropriate documentation):**

**STUDENT'S PERSONAL FUNDS**

Savings or draft/checking account funds. Real estate holdings, personal property and common stock holdings *cannot* be used to confirm financial support. An *original* letter on bank stationery indicating sufficient funds with date the account(s) opened, name of account holder and present balance is required. .... \$ \_\_\_\_\_

**SPONSOR STATEMENT OF FINANCIAL SUPPORT (family or private sponsor)**

Savings or draft/checking account funds. Real estate holdings, personal property and common stock holdings *cannot* be used to confirm financial support. Submit the PNCA Statement of Financial Support from your family. An *original* letter on bank stationery indicating sufficient funds is required. Date the account(s) opened, name(s) of account holder(s) and present balance is required. .... \$ \_\_\_\_\_

**GOVERNMENT OR AGENCY SPONSOR OR LOANS**

SPONSORSHIP- An original official letter of Billing Authorization is required. Full disclosure of the extent and amount of government or agency support is necessary. Inclusive dates of sponsorship or special conditions is required. LOAN- Authorized/approved loan guarantee forms or letters are required. Inclusive dates of authorization and distribution of funds are required. .... \$ \_\_\_\_\_

**UNIVERSITY SUPPORT**

Pacific Northwest College of Art support in the form of scholarships/grants..... \$ \_\_\_\_\_

**OTHER RESOURCES**

List specific details of other means of financial support. Private documentation of the availability of funds is required. .... \$ \_\_\_\_\_

**STUDENT CERTIFICATION & SIGNATURE:**

I certify all statements on this form are true and accurate. The stated funds are available for my educational expenses at PNCA.

**I will notify PNCA of any changes in my financial situation.** I understand that misrepresentation of these documents may lead to disciplinary action.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



## TRANSFER INFORMATION FORM

*This form is ONLY required if you currently reside in the U.S. with an F-1 or J-1 visa.*

**INSTRUCTIONS:** Please complete the following personal information then give this form to an International Student Advisor at your current U.S. institution or the U.S. institution you most recently attended.

### To be Completed by Student:

Name \_\_\_\_\_  
Family First Middle

Date of birth \_\_\_\_\_ Gender:  Male  Female Visa:  F-1  J-1  
Month / Day / Year

Address to which I-20 should be sent: \_\_\_\_\_

Foreign Address (required for I-20 issuance): \_\_\_\_\_

### To be Completed by International Student Advisor:

Student's SEVIS ID number: \_\_\_\_\_ SEVIS Release Date: \_\_\_\_\_

Last term of full-time enrollment: \_\_\_\_\_ Is student in status?  Yes  No

If no, please explain circumstances: \_\_\_\_\_

Has this student ever been granted practical training?  Yes  No If yes, type and dates: \_\_\_\_\_

Signature of School Official Name (printed) Title Date

Institution Name Address City State/Zip

E-Mail Phone Fax

**Please enclose copy of student's I-20 or DS-2019**  
**Send completed form to:**  
Office of Admissions

PLEASE DO NOT ASK YOUR ADVISOR TO RELEASE YOUR SEVIS RECORD TO PNCA UNTIL AFTER YOU HAVE BEEN ADMITTED AND TURNED IN ALL REQUIRED FINANCIAL DOCUMENTATION.

## I-20 / SEVIS TRANSFER - Frequently Asked Questions

### **What is SEVIS?**

SEVIS is Student and Exchange Visitor Information System which was designed to help maintain information on international students and exchange visitors in the United States. The SEVIS database allows only one institution to access a student's immigration record at any given time.

### **Do all students already in the U.S. require the release to PNCA of their immigration records in SEVIS?**

No. Only students currently studying in the U.S. on an F-1 or J-1 student visas must have their SEVIS records transferred to PNCA before their PNCA I-20/DS-2019 can be issued. If you are not currently studying in the U.S. on an F-1 or J-1 student visa, you do not have to satisfy this requirement.

### **I'm already in the U.S. as an F-1 student. Do I need to get a new transfer I-20?**

Yes. If you currently are attending another school in the U.S. but intend to begin studies at PNCA, you must obtain an I-20 from PNCA to complete the transfer procedure.

### **What is required to issue a transfer I-20?**

In order to receive an I-20, you must submit all required admissions materials to PNCA and submit a complete International Admissions Packet. This includes financial documentation showing sufficient funds to pay for at least one year of study at PNCA (tuition and fees as well as living expenses). Please refer to the "Tuition, Fees, and Estimated Living Expenses for International Students" sheet (page 8) for the current amount of financial resources required for your I-20. After you are admitted and submit a complete International Admissions packet, you should inform the International Student Advisor at your current school that you intend to transfer to PNCA. Then your International Student Advisor will access your immigration record in SEVIS to schedule the release date of your SEVIS record to PNCA. *If you are not currently studying in the U.S. on F-1 or J-1 student visa, you do not have to satisfy this requirement.*

### **When should I ask my International Student Advisor to release my SEVIS record to PNCA?**

Your SEVIS record should be transferred AFTER you have been admitted to PNCA and have submitted sufficient financial documentation. To avoid any problems with the transfer of your SEVIS record, please communicate with an International Student Advisor at the school you currently attend about your intention to transfer to PNCA. The last date we can issue a transfer I-20 is the first day of the term for which you have been admitted. It's very important that you start the application procedure as early as possible to allow sufficient time for the processing of your admission and transfer I-20.

### **What is SEVIS release date?**

Before we can issue your PNCA I-20, your previous school must release your record to PNCA in the SEVIS system. An International Student Advisor at your current school will access the SEVIS system and electronically enter the date that your SEVIS record should transfer to PNCA. We will not be able to issue your I-20 until after this SEVIS release date has passed.

### **What is the last date PNCA can issue my transfer I-20?**

Your transfer I-20 must be issued before the first day of classes. Please keep in mind that you must be admitted before we can issue the transfer I-20 form. Therefore, we recommend you apply as early as possible to allow sufficient time to complete the transfer process. If you are graduating from a school within the United States, you must complete the transfer process within 60 days of your graduation date. Sixty-one or more days after your graduation date, your school will not be able to transfer your SEVIS record, and you will have to leave the United States.

### **What if I change my mind about transferring?**

You should immediately notify an International Student Advisor at your current school as well as the Office of Admissions at PNCA if you decide not to transfer to PNCA. We recommend that students make the decision about transferring to PNCA before asking to be released in the SEVIS system. If your SEVIS record has not yet been transferred to PNCA and you still plan to transfer to PNCA at a later date, please let us know you would like to update your admission to a future term. However, if

your SEVIS record has already been transferred/released to PNCA and your SEVIS release date has passed, you **must** attend PNCA for at least one semester before you can transfer to another school.

***What if my visa is expired?***

A student visa is required in order to enter the U.S. But once you are here in the U.S., your I-20 is the proof of your current status. As long as you have a valid I-20 from the school you are currently attending and you have maintained your immigration status, you can remain in the U.S. even if your visa is expired. However, if you plan to travel outside of the U.S., you will need to apply for a new F-1 visa before you can re-enter.

***If my F-1 visa is still valid and I leave the U.S. for a short vacation, do I need to apply for a new visa in order to come back?***

No. You do not need to apply for a new visa if your current one is still valid. You should be able to re-enter the U.S. with your current visa and PNCA I-20 as long as you are not outside the U.S. for more than 5 months. If your visa was issued for a school other than PNCA, please contact your embassy in your home country to verify that you should be allowed to enter by the U.S. border officials.

*Office of Admissions  
Pacific Northwest College of Art  
511 NW Broadway  
Portland, OR 97209*

All admissions materials, including portfolios, become the property of PNCA and will not be returned to you or released to another party.