

## Checklist

All international students must complete the following items.

### General Application Process

- Follow the instructions for [undergraduate applicants](#), [graduate applicants](#), or [transfer applicants](#). Not sure which one you are? Check out the definitions on page 2.

### Transcripts

- Any student who graduated from or who wishes to transfer credits from an institution outside of the U.S. must submit a transcript evaluation before the Form I-20 will be created and/or before an official transfer audit will be completed.
- Transcript evaluations can be ordered from WES, ECE, or any other NACES member. If you have any questions or concerns, please email Rianna Robertson-LeVay, [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu).
- A course-by-course evaluation is required if you intend to transfer credit to PNCA, otherwise a general evaluation with GPA is sufficient.
- If your transcript is from a U.S. high school or institution, an official transcript is sufficient and a transcript evaluation is not needed.

### Proof of English Proficiency

- English language test scores not needed for:

1DWLYH(QLVKSHDNHUV

6WGHQVHGKFDWHGDWVFRROVZKHU(QLVKVKWSULPDUODDHRILQWURWLRQ

6WGHQVZRVRVSLHGDWD86KFRRORULQWLVWLRQLWRW(62/FRWVHV

Students who complete all Level 5 courses of [Pacific International Academy's](#) Intensive English program.

All other international students must provide official test scores showing proficiency in English. TOEFL and IELTS are the most common English testing services available. If you have achieved English proficiency from a different testing service, please contact Rianna Robertson LeVayDW [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu) for minimum score requirements.

- ‡ Please note that PNCA reserves the right to ask for English proficiency test scores at any point during the application process, if your English proficiency is in question.

### SEVIS Information Sheet, PNCA Program Information and Current Visa Information

- Complete the SEVIS Information Sheet on page 5 with the information as **it appears in your passport**.
- Complete the PNCA Program Information on page 6.
- Complete the Current Visa Information (if it applies to you) on page 6.

### Copy of Passport

- Color photocopy of the picture page of the passport. Color photocopy must be clear and scanned. Pictures of the passport will not be accepted.

### Complete Financial Verification Form

- International students need to prove that they have sufficient funds to pay for the first year of attendance at PNCA.
- Find the estimated Cost of Attendance for your program (page 7), and with your scholarship, demonstrate that you have sufficient funds to attend PNCA by completing the Financial Verification Form(s) on pages 8-10.

# INTERNATIONAL STUDENT VISA INFORMATION

Email materials and questions to:

Rianna Robertson-LeVay, International Admissions Associate, [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu)

Secondary Contact Sources for Admissions:

Anna Miltenberger, Director of Admissions, [amiltenberger@pnca.edu](mailto:amiltenberger@pnca.edu)

The following items must be sent to PNCA through the servicing company:

- Foreign Transcript/Credential Evaluation by **WES, ECE, or other NACES members**
- Official Test Scores of English Language Proficiency

Official scores must come to PNCA from the servicing company either by mail or by electronic delivery.

For electronic delivery: Rianna Robertson-LeVay, [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu)

For mail: PNCA International Office  
511 NW Broadway  
Portland, OR 97209  
USA

## Definitions

### ***International student***

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.

U.S. citizens living abroad, permanent residents (green card holders), and persons with asylum or refugee status are NOT considered international students for immigration- and visa-advising purposes. Such students are welcome to seek support from the International Office, but they do not need to complete this form. They can apply to PNCA through the general application processes.

### ***Degree-seeking international student***

Students entering as a first-time student in order to receive a PNCA degree at the undergraduate or graduate level.

### ***International transfer student***

Students who have attended a postsecondary institution, hope to transfer their course credits, and graduate from PNCA. This option is only available to students pursuing an undergraduate degree.

### ***Exchange student***

Students who attend an institution outside of the U.S. and hope to supplement their studies with a semester or year-long study at PNCA. This option is only available to students pursuing an undergraduate degree.

### ***Undergraduate or Graduate program?***

***Undergraduate:*** Students who have not yet completed a university degree (equivalent to a 4-year U.S. Bachelor's degree).

***Graduate:*** Students who already completed a post-secondary degree, generally a 4-year degree in the U.S. and are seeking a two-year graduate degree. Complete the Graduate application to receive a U.S. Master's degree.

## Next Steps

Steps to obtain or maintain F-1 Visa Status.

---

### New to the U.S. Student

- 1. Pay Non-Refundable Deposit to PNCA**
  - Your acceptance letter will have a deadline by which you must pay the non-refundable deposit, if you wish to enroll at PNCA and register for classes.
  - This deposit is applied to your tuition and fees upon enrollment.
  - Deposit amount is \$400.
  - Deposit is only refundable if the U.S. Embassy denies you a student visa.
- 2. Receive Form I-20**
  - Once your Financial Verification is approved and you pay the deposit, your initial Form I-20, *Certificate of Eligibility for Nonimmigrant Student Status*, will be mailed to you.
  - This form is required to apply for the F-1 visa and for entry to the U.S.
- 3. Pay the SEVIS Fee**
  - Go to the SEVIS Fee Payment Website and pay the SEVIS fee
- 4. Book an appointment at your local U.S. Embassy or Consulate**
  - Visit [Study in the States](#) for more information.
- 5. Register for Classes**
- 6. Arrive in the U.S. up to 30 days before the Program Start Date**

### SEVIS Transfer Student

- 1. Pay Non-Refundable Deposit to PNCA**
  - Your acceptance letter will have a deadline by which you must pay the non-refundable deposit, if you wish to enroll at PNCA and register for classes.
  - This deposit is applied to your tuition and fees upon enrollment.
  - Deposit amount is \$400.
  - Deposit is only refundable if the U.S. Embassy denies a student visa.
- 2. Complete Transfer-In Form**
  - Must request for a SEVIS record transfer from the school currently holding your SEVIS record.
- 3. Receive Transfer Form I-20**
  - Once your Financial Verification is approved, you pay the deposit and have your SEVIS record transferred to PNCA, your transfer Form I-20, *Certificate of Eligibility for Nonimmigrant Student Status*, will be mailed to you.
- 4. Register for Classes**
- 5. Students are allowed to stay in the U.S. until the program start date on the Form I-20. If you leave the U.S. during that time, you can only re-enter 30 days before the program start date.**
  - If you travel outside the U.S., you must make sure your F-1 visa is still valid. If your F-1 visa has expired, you must make a visa appointment at the U.S. Embassy or Consulate.

# INTERNATIONAL STUDENT VISA INFORMATION

## Proof of English Language Proficiency

- English language test scores not needed for:
  - Native English speakers
  - Students educated at schools where English is the primary language of instruction.
  - Students who have studied at a U.S. high school or institution (without ESOL courses).
  - Students who complete all Level 5 courses of Pacific International Academy's Intensive English program.
- All other international students must provide official test scores showing proficiency in English. TOEFL and IELTS are the most common English testing services available. If you have achieved English proficiency from a different testing service, please contact Rianna Robertson-LeVay, [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu), for minimum score requirements.
- Please note that PNCA reserves the right to ask for English proficiency test scores at any point during the application process, if your English proficiency is in question.

## TOEFL Test Score Minimum Requirements

Applicants	Paper Scores	Internet Scores
Undergraduate	550	79
Graduate	600	100

## IELTS Test Score Minimum Requirements

Applicants	Score
Undergraduate	6.5
Graduate	7



## PNCA Program Information

Intended Major/Program: \_\_\_\_\_ Degree Applying for: \_\_\_\_\_

Semester Applying for: \_\_\_\_\_ Year: \_\_\_\_\_

How did you hear about PNCA? Please be specific: \_\_\_\_\_

## Current Visa Information

Please complete this section if you are currently in the U.S. studying at another institution or living in the U.S. under a non-immigrant status. For international students living abroad, you do not need to complete this section.

What is your current visa status: \_\_\_\_\_

If "Other," state your visa status: \_\_\_\_\_

Are you transferring your SEVIS record from another U.S. school? \_\_\_\_\_

If yes, what is the name of the transferring-out school? \_\_\_\_\_

Name of International Advisor at your current school:

\_\_\_\_\_

Last Name (Surname/Family Name)

\_\_\_\_\_

First Name (Given Name)

Email of International Advisor at your current school: \_\_\_\_\_

### Your Current U.S. Address:

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

Zip Code

# INTERNATIONAL STUDENT VISA INFORMATION

## Cost of Attendance (COA)

2019-2020 Academic Year

The COA is the estimated tuition, fees and living expenses for the 2019-2020 academic year before any scholarship has been awarded. Actual amount of the COA will vary based on scholarship awards.

As an international student, you will have to prove that you are able to finance your first year at PNCA in order to obtain a visa. We will request financial documentation totaling the cost of attendance AFTER you are admitted to PNCA and awarded PNCA scholarships. Please email Rianna, at [rrobertsonlevay@pnca.edu](mailto:rrobertsonlevay@pnca.edu) if you have any questions or concerns.

Cost Items	Undergraduate BFA	Graduate MFA: Collaborative Design, Print Media, Visual Studies	Graduate MFA: Applied Craft & Design	Graduate MFA: Low Residency in Visual Studies	Graduate MA: Critical Studies	Graduate MA: Design Systems
Full-time Tuition & Fees	\$40,375	\$39,960	\$39,225	\$24,696	\$31,245	\$26,940
Health Insurance (estimated)	\$2,750	\$2,750	\$2,750	\$3,200	\$2,750	\$2,750
Room & Board	\$13,708	\$12,800	\$12,800	\$14,175	\$12,800	\$12,800
Books & Supplies	\$1,000	\$2,000	\$2,000	\$2,000	\$1,000	\$1,000
Transportation	\$1,000	\$1,000	\$1,000	\$2,700	\$1,000	\$1,000
Miscellaneous	\$2,000	\$2,250	\$2,250	\$2,775	\$2,250	\$2,250
<b>Total COA</b>	<b>\$60,833</b>	<b>\$60,760</b>	<b>\$60,025</b>	<b>\$49,096</b>	<b>\$51,045</b>	<b>\$46,740</b>

## Financial Verification

### Declaration of Finances

International students must provide financial documents before PNCA can issue the Form I-20 needed to apply for a student visa. The *Sponsor Statement of Financial Support* must also be completed if another person (parent, husband/wife, company representative, etc) is sponsoring your education. (There can be multiple sponsors).

Student's Last Name (Surname/Family Name)

First Name (Given Name)

Middle Name

### Acceptable Financial Documents (may be from more than one account):

1. Saving or Checking Account Statement (with the most current date). If the statement is not in English, it must be translated.  
and/or
2. An original letter on a bank letterhead, written in English and signed by a bank representative with the following information:
  - a. Date of the account(s)
  - b. Name(s) of the account holder(s)
  - c. Present balance or an indication of a balance of at least the cost of attendance or more.

Please check all that applies and indicate the financial amount:

<input type="checkbox"/>	Personal Funds	\$
<input type="checkbox"/>	Family or Private Sponsor	\$
<input type="checkbox"/>	Government or Sponsoring Agency or Loans	\$
<input type="checkbox"/>	PNCAScholarship/Fellowship	\$
<input type="checkbox"/>	Other Resources	\$

I am entering in a good faith agreement with PNCA. I certify that all information above is true and accurate to my knowledge. 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 any misrepresentation may be a cause for refusing or revoking admission. I further understand that I will need to provide similar amount of funds for the following years of my degree at PNCA.

Student Signature

Date



## Sponsor Statement of Financial Support

(Please complete, if needed.)

If the name appearing on the financial documents belongs to someone other than the student, the *Sponsor Statement of Financial Support* must be completed by the person who is providing funds for the cost of attendance.

I certify that I am willing and able to provide a minimum of \$ \_\_\_\_\_ (USD) each year for  
\_\_\_\_\_ who is my \_\_\_\_\_

Student's Full Name

Relationship

The funds will cover \_\_\_\_\_ for the duration of his/her academic study at PNCA.

I will notify PNCA immediately if at any time I must discontinue providing for the cost of attendance, either tuition & fees or living expenses of this student.

Sponsor Last Name (Surname/Family Name)

First Name (Given Name)

Middle Name

Sponsor Signature

Date

Permanent Address of Sponsor:

Street Address

City

State/Province/Canton

Country

Zip Code or Country Code

+Country Code and Phone Number

## Sponsor Statement of Financial Support

(Please complete, if needed.)

If the name appearing on the financial documents belongs to someone other than the student, the *Sponsor Statement of Financial Support* must be completed by the person who is providing funds for the cost of attendance.

I certify that I am willing and able to provide a minimum of \$ \_\_\_\_\_ (USD) each year for \_\_\_\_\_ who is my \_\_\_\_\_

Student's Full Name

Relationship

The funds will cover \_\_\_\_\_ for the duration of his/her academic study at PNCA.

I will notify PNCA immediately if at any time I must discontinue providing for the cost of attendance, either tuition & fees or living expenses of this student.

\_\_\_\_\_  
Sponsor Last Name (Surname/Family Name)

\_\_\_\_\_  
First Name (Given Name)

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

Permanent Address of Sponsor:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province/Canton

\_\_\_\_\_  
Country

\_\_\_\_\_  
Zip Code or Country Code

\_\_\_\_\_  
+Country Code and Phone Number