

# PNCA

## International Student Application

All international students must complete the International Student Application and also the PNCA Application for admission consideration. The International Student Application contains:

### Frequently Asked Questions

1. Proof of English Language Requirement
2. Policy on Official Documents
3. Cost of Attendance (Tuition, Fees, and Estimated Living Expenses)
4. Immigration Information Sheet
5. Financial Verification
6. Medical Form

### Application Checklist for Undergraduate and Graduate International Students

The following documents and forms must be turned in along with your PNCA application:

1. Immigration Information Sheet
2. Financial Verification
3. Medical Form
4. Scanned Color Copy of the Picture Page of Your Passport
5. Transcript/Credential Evaluation
6. English Language Proficiency Official Test Scores

### Priority Filing Dates for International Student Application

Admissions	Deadlines
Fall admissions	May 2nd
Spring admissions (BFA only)	Nov 2nd

### Mail materials to

PNCA Admissions Office  
511 NW Broadway  
Portland, OR 97209  
USA

### Email materials to

International @pnca.edu

### Inquiries

international@pnca.edu  
**fax:** 503-821-8978  
www.pnca.edu/admissions

# PNCA

## Frequently Asked Questions

### **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.

\*U.S. citizens living abroad, 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?**

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.

### **Why do I need it?**

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.

### **What is SEVIS?**

SEVIS is the electronic database that maintains information on international students and exchange visitors in the U.S. It allows only one U.S. duration 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 U.S.?**

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 study at PNCA. 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.

### **What do I do with the I-20 form once I receive it?**

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 U.S. Embassy in your home country can answer questions about how long it will take to request and receive a student visa.

# PNCA

## Frequently Asked Questions

### **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.

# PNCA

## Proof of English Language Proficiency

### TOEFL Test Score Minimum Requirements

Applicants	Paper Scores	Computer Scores	Internet Scores
Undergraduate	550	213	79
Graduate	600	250	100

### MELAB Test Score Minimum Requirements

Applicants	In Person Test
Undergraduate	77
Graduate	84

## 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**

# PNCA

## Cost of Attendance

### Tuition, Fees and Estimated Living Expenses for 2017-2018 Academic Year

Cost Items	BFA	MFA Collaborative Design, Print Media, Visual Studies	MFA Applied Craft & Design	MFA Low Residency Visual Culture	MA Critical Studies
<b>Full-time Tuition &amp; fees</b>	\$34,550	\$36,285	\$36,725	\$22,400	\$27,600
<b>Health Insurance</b>	\$2,300	\$2,300	\$2,300	\$2,700	\$1,350
<b>Room &amp; Board</b>	\$12,504	\$12,230	\$12,230	\$12,800	\$12,230
<b>Books &amp; Supplies</b>	\$1,000	\$2,000	\$2,000	\$2,000	\$500
<b>Transportation</b>	\$950	\$950	\$950	\$2,625	\$950
<b>Miscellaneous</b>	\$2,000	\$2,250	\$2,250	\$2,450	n/a
<b>Total</b>	\$53,304	\$56,015	\$56,455	\$44,975	\$42,630

# PNCA

## International Student Information Form

### Biographical Information

Name (as it appears on your passport):

\_\_\_\_\_

Last (surname)

First (Given)

Middle

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month / Day / Year

Gender: Female | Male

City of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Country of Permanent Resident: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### Permanent Address:

\_\_\_\_\_

Street Address

\_\_\_\_\_

City

Province, State or Canton

Country

\_\_\_\_\_

Zip Code or Country Code

# PNCA

## International Student Information Form

### PNCA Program Information

Intended Major: \_\_\_\_\_

Degree Applying for: \_\_\_\_\_

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

Year: \_\_\_\_\_

### Visa Information

What is your current visa status: \_\_\_\_\_ If "Other", state your visa status:

Are you transferring your SEVIS record from another U.S school?:    Yes    |    No

### Mailing Address for Immigration forms: (if different from Permanent Address)

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

\_\_\_\_\_  
City

\_\_\_\_\_  
Province, State or Canton

\_\_\_\_\_  
Country

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

# PNCA

## Financial Verification

### Declaration of Finances

International students must provide financial documents before PNCA can issue the immigration form needed for the student visa. The "Sponsor Statement of Financial Support" also must be completed if someone else is financially supporting the student.

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Student's Last (surname)

First (Given)

Middle

### Acceptable Financial Documents

**Saving or Checking Account Statement** (with the most current date) If the statement is not in English it must be officially translated with certification.

|  
**and/or**  
|

An **original letter** on a bank letterhead, written in English or officially translated with certification and signed by a bank representative with the following information:

- Date of the account(s)
- Name(s) of account holder(s)
- 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"/>	Other Resources	\$
<input type="checkbox"/>	Other Resources	\$

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 the misrepresentation of these documents may lead to disciplinary action.

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Signature



# PNCA

## Financial Verification

### Sponsor Statement of Financial Support

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 sponsor who is providing the funds for the cost of attendance.

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Student's Last (surname) \_\_\_\_\_ First (Given) \_\_\_\_\_ Middle \_\_\_\_\_

I certify that I am willing to provide a minimum of \$ \_\_\_\_\_ (U.S. dollars) each year for \_\_\_\_\_  
Student's Full name

who is my \_\_\_\_\_.  
Relationship

The funds will cover \_\_\_\_\_ for the duration of his/her academic study at PNCA.  
Student's Full name

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

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Sponsor Last (surname) \_\_\_\_\_ First (given) \_\_\_\_\_ Middle \_\_\_\_\_

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

### Permanent Address of Sponsor:

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

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City \_\_\_\_\_ Province, State or Canton \_\_\_\_\_ Country \_\_\_\_\_

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

# PNCA

## Medical Form

### Measles, Mumps, Rubella Vaccine Requirement

The State of Oregon requires all incoming students to show evidence of immunity to measles, mumps and rubella (MMR). All entering students born after 1956 must have **at 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 physician's signature to verify immunization

|  
**and/or**  
|

Show **evidence of immunity** to measles, mumps and rubella

|  
**and/or**  
|

**Physician's signature** certifying prior measles, mumps and rubella

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

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Student's Last (surname)

First (Given)

Middle

First Vaccination: \_\_\_\_\_ / \_\_\_\_\_  
Month / Year

Second Vaccination: \_\_\_\_\_ / \_\_\_\_\_  
Month / Year

### Physician Office Address:

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Street Address

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City

Province, State or Canton

Country

---

Zip Code or Country Code

Office Phone

---

Physician Name

---

Physician Signature

# PNCA

## Medical Form

### Exemption to MMR Vaccinations

**1. Age Exemption:** If you were born before 1957, please initial here: \_\_\_\_\_

**2. All medical exemptions require a physician's certification and signature**

Medical exemption reasons may include:

- » **Serious allergic reactions** (anaphylactic) to eggs, Neomycin or other vaccines
- » **Pregnancy** or intent to 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.

I certify that this person should be exempted from the MMR vaccine requirements based on:

**History of disease (provide year):**

\_\_\_\_\_

Rubella Date

\_\_\_\_\_

Mumps Date

**Immune titers:**

\_\_\_\_\_

Rubella Date

\_\_\_\_\_

Mumps Date

**Medical Reasons:**

\_\_\_\_\_

Result

Rubella Date: Month / Year

\_\_\_\_\_

Result

Mumps Date: Month / Year

**More continued on pg 12 >**

# PNCA

## Medical Form

### Exemption to MMR Vaccinations (continued)

**Physician Office Address:**

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Street Address

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City Province, State or Canton Country

---

Zip Code or Country Code Office Phone

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Physician Name

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Physician Signature

- 3.** 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 requirements.

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Student Signature Date