



## I-20 Request Form for F-1 Visa: MFA in Comics – Summer 2023

Congratulations on your admission to CCA! Now that you have been accepted, the next step is to fill out this I-20 Request Form and submit it in Workday, along with supporting documentation, so we can send you your CCA I-20. The following information is provided by the International Student Affairs and Programs Office (ISAP). You may contact ISAP with questions by email at [isap@cca.edu](mailto:isap@cca.edu).

### What is a Form I-20 and why do you need one?

The Form I-20 is a U.S. government form issued by designated school officials at CCA. It states that the student named on the form has been accepted for a full-time course of study at CCA and that the school has reviewed financial documents needed to prove that the student has the financial means to live and study in the US. (Federal Regulation 8 C.F.R. § 214.3(k)(2); § 214.4(a)(1)(ix)). Getting an I-20 is a critical step in obtaining a F-1 student visa. Without an I-20, it is not possible to obtain a student visa or maintain lawful F-1 status in the U.S.

Submit your completed I-20 Request Form in Workday as soon as possible.

The ISAP Office needs time to process your documents and issue your I-20, which you will need before making a visa appointment. To help ensure that you will be able to arrive in time for the start of your program at CCA, it is important to submit your I-20 Request Form as soon as possible. There can be long delays for visa appointments in the summer months.

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Please make sure to indicate which MFA Comics model you will enroll in at CCA. The ISAP office cannot issue your I-20 without confirmation of your choice. See page 2 for detailed information on each model.

## Special Information for MFA in Comics Students

The MFA in Comics program offers two models, one that has a full-time residency structure (72 unit program) and one that is low-residency (60 unit program).

### Option 1: Full residency model:

Students enrolled in the 72 unit model will be considered full-time each summer with registration of 12 units. Students will continue in the program as full time students registering for a minimum of 9 units each fall and spring semester in addition to required full time summer sessions. Full time enrollment in fall and spring allows students includes the following benefits: ability to remain in the United States while maintaining valid F-1 nonimmigrant status, and enrollment in the CCA student medical insurance plan.

Students in the full residency model will be required to submit only one I-20 request form for the full program length.

### Option 2: Low residency model

Students enrolled in the 60 unit model will obtain an F-1 visa to participate in the summer intensive sessions only. Students in the low residency option will only be enrolled part-time each fall and spring semester, and cannot stay in the US in valid F-1 status between summer sessions.

Because students in the MFA in Comics program are only required to be in the U.S. for one-month sessions and each session is one year apart, students will be required to submit new financial documentation, and receive a new I-20 in order to attend the summer intensive session on campus at CCA. You will need to apply for a new I-20 for future summer intensive sessions.

## Proof of Funding

In order to satisfy the immigration requirement that a student show proof of funding for one year of the degree program, students must list the sources of funding available to them and provide bank documents that show proof of those funds.

### Acceptable Sources of Funding

- *Personal funds:* Students can use their own funds to either partially or fully support themselves. If you will use your personal funds, the bank statement must be for an account in your name.
- *Sponsorship (family or other):* It is very common for students to have one or more sponsors such as parents or close relatives. If someone other than you is sponsoring all or part of the cost of your education, you must submit bank documents. Each sponsor must fill out a Letter of Support (page 6)
- *Scholarships:* Awards may be used as a source of funds for the Form I-20. You must include an award letter from the private or government scholarship board stating how much money is to be given.

### Requirements for Financial Documentation

- All financial support documentation must be in English or accompanied by an official English translation, with amounts listed in U.S. dollars. If amounts are not in U.S. dollars, documentation of the current exchange rate and currency conversion must be included.
- The funds must be currently deposited and readily available. If the funds will be frozen for a period of time after issuance of the bank statement, they must be unfrozen and available by the program start date

- There must be a specific account balance listed on the document. Documentation that gives a range or indication of the balance (e.g. "high five figures") will not be accepted. If a sponsor wishes to keep their bank balance or income private, bank documents must say that the account balance is "more than" an amount that is clearly specified.
- All funds must be currently accessible, liquid assets. Stocks, proof of income such as paystubs, etc... are NOT acceptable.
- Documents must have been issued within the last 4 months.

### Required Funding Amounts

Federal regulations require all students applying for an F-1 visa to show proof of sufficient funding to support themselves during their program in the United States. Each student must show proof of funding that meets or exceeds the total listed below to cover the first year of expenses.

The amounts for living expenses and other costs listed below are standardized, minimum amounts. A student's actual expenses may vary. Tuition and fees are subject to change on a yearly basis. All full-time students are required to purchase the CCA medical insurance plan.

The low residency program costs below reflect requirements for the summer session only for the sole purpose of being issued the I-20 to come to the US as a F-1 student for the current summer only. Additional tuition, fees, and other costs for fall and spring semesters are not included here.

### MFA in Comics Required Funding Amounts for 2023-2024 for I-20 purposes

MFA Comics model	Tuition & Fees	Living Expenses	Other Costs***	Total
Full residency (72 units)	\$50,678	\$17,890	\$18,168	\$86,736
Low residency (60 units)	\$18,374	\$1,789**	\$3,388	\$23,551

\*Living expenses are estimated housing costs are for 12 months of off campus housing only. Consult CCA's Housing & Dining office for on campus housing options and prices : [housingdining@cca.edu](mailto:housingdining@cca.edu)

\*\* Living estimated housing costs are for 1 month of off campus housing only. Consult CCA's Housing & Dining office for on campus housing options and prices : [housingdining@cca.edu](mailto:housingdining@cca.edu)

\*\*\*Other costs include medical insurance, books, supplies, transportation, food, and other personal expenses.



**Student Address Information**

A foreign address is required for issuance of the I-20.

Foreign Address (REQUIRED for all students)

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Country code Phone number

F-1 SEVIS transfers ONLY: You must provide BOTH a US address and foreign address.

- By checking this box, I affirm that I am an F-1 SEVIS transfer student currently in the U.S.

Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Phone Number in the US: (include area code) \_\_\_\_\_

**I-20 Request Form Checklist**

Before submitting in your I-20 Request Form, please be sure you have included ALL items listed below. Missing or incomplete documentation will delay the processing and issuance of your I-20.

A complete I-20 Request Form will include ALL of the following:

- \_\_\_ I-20 Request Form with all sections fully completed
- \_\_\_ Clear photocopy of student's (and any dependents') passport photo page
- \_\_\_ Bank statements/documents showing proof of funding for each source of funds listed on page 3.
- \_\_\_ Sponsor Letter of Support (see page 7) from each sponsor listed on page 6. Use as many copies of page 7 as necessary.

F-1 students in the U.S. requesting a SEVIS transfer may also submit:

- \_\_\_ Photocopy of current F-1 visa
- \_\_\_ Completed Request for SEVIS Release form (OPTIONAL)

Upload all documents in Workday through the "create request – I-20 document submission" request framework

Documented Sources of Funds for Study at California College of the Arts

Please list the sources of funds available to you and submit original bank statements for each source listed. If necessary, you may use more than one copy of this page.

Types of Funds	Amount of Funding (in U.S. Dollars)
1. Personal Funds (account must be in student's name) Name of financial institution: _____	\$ _____
2. Family Sponsor – <i>Letter of Support (page 7) required.</i> Name of financial institution: _____ Name of Sponsor: _____	\$ _____
3. Other/Additional Sponsor (additional family sponsor, government, organization, etc...) – <i>Letter of Support (page 7) required.</i> Name of financial institution: _____ Name of Sponsor: _____	\$ _____
4. CCA Scholarship (If you have questions about your scholarship, contact <a href="mailto:finaid@cca.edu">finaid@cca.edu</a> ) Name of Scholarship: _____	\$ _____
5. Other Scholarship (You must include a copy of your award letter with your I-20 Request Form documents) Name of award-granting organization: _____	\$ _____
TOTAL Funding Available (must be greater than or equal to total listed on page 3)	\$ _____

I certify that the information provided in this I-20 Request Form is correct and complete.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sponsor Letter of Support**

If one or more sponsors is indicated on page 3 of this form, each sponsor listed must submit a separate letter of support confirming willingness and ability to use the specified funds for the student's education. Please use as many copies of this page as necessary to complete the I-20 Request Form.

Sponsors, please complete this section of the form fully. Incomplete forms will delay the processing and issuance of the student's I-20.

The information provided in this letter must match the bank documents provided.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
*month day year*

Sponsor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State/Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Relationship to Student (please check one):

- Parent
- Other Relative
- Other. Please specify: \_\_\_\_\_

To whom it may concern,

I, \_\_\_\_\_, certify that I will reserve up to \$ \_\_\_\_\_  
*print name amount in U.S. dollars*

in account number \_\_\_\_\_ at \_\_\_\_\_ to support  
*account number name of bank/financial institution*

\_\_\_\_\_ during the MFA in Comics program at California College of the Arts  
*full name of student.*

Sincerely,

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*signature of sponsor*