



## **I-20 Request Form for F-1 Visa**

**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.

### **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 for the full duration of the academic program. (Federal Regulation 8 C.F.R. § 214.3(k)(2); § 214.4(a)(1)(ix)).

### **Submit your completed I-20 Request Form 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.

### **Instructions for Completing this Form and Receiving Your I-20**

1. Fill out ALL sections of this form completely and gather supporting documents. Incomplete information will result in a delay in processing and issuing your I-20. *Please note: You cannot make a visa interview appointment until you have your CCA issued I-20.*

### **I-20 Request Form Checklist**

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 passport photo page
- Official bank statements or financial documents showing proof of funding for each source of funds listed on page 5.
  - o **See page 4 to learn the requirements for financial documentation.**
- Sponsor Letter of Support (see page 6) from each sponsor listed on page 5.

F-1 students in the U.S. requesting a SEVIS transfer should also submit the following (upload to "additional I-20 support documentation section" of form):

- Photocopy of current F-1 visa
- Completed Request for SEVIS Release form (**optional**, not required)

Missing or incomplete documentation will delay the processing and issuance of your I-20.

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

## Funding Requirements and Documentation

Federal regulations require all students applying for an F-1 visa to show proof of sufficient funding for their first year of school, with expected sources of funding for the remaining years of their program. To meet this requirement, you must show proof of funding that meets or exceeds the total listed below for your program.

Please note that the amounts listed are standardized, minimum amounts. Living expenses and other costs are only an estimate and are based on the nine month academic calendar unless listed otherwise. A student's actual expenses may vary. **Tuition and fees, including the cost of CCA medical insurance, are subject to change on a yearly basis.**

All full-time students at CCA are automatically charged for and enrolled in the CCA medical insurance plan.

### Undergraduate Required Funding Amounts (academic year 2023 - 2024)

Program	Tuition & Fees	Living Expenses*	Other Costs**	Total
Undergraduate	\$57,946	\$14,787	\$15,654	\$88,387

\* Living expenses based on the cost of CCA Housing cost for two semesters in a standard double studio

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

### Graduate Required Funding Amounts (academic year 2023 - 2024)

Program	Tuition & Fees	Living Expenses**	Other Costs*	Total
Graduate (all programs not listed separately below)	\$61,030	\$15,120	\$17,065	\$93,215
MFA Writing	\$48,994	\$15,120	\$16,625	\$80,739
MDes, Interaction Design	\$73,116	\$20,160***	\$21,123	\$114,399
MA Visual & Critical Studies	\$36,958	\$15,120	\$16,203	\$68,281

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

\*\*For graduate students, estimated housing costs are for **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 expenses for program longer than nine months



## Financial Information:

Financial documentation must meet ALL of the following requirements:

- Must be a bank statement or letter on bank letterhead that is signed by a bank official.
- The documents must have been issued within the last four months.
- The funds must be in a checking, savings, or money market account **and** 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**
- Must be in English. If the original is not in English, then you must provide both the original bank statement or letter and an English translation.
- The currency must be clearly indicated on the bank statement or in the letter.
- There must be a specific account balance listed on the document. 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.

Types of documentation and/or funding that are NOT ACCEPTABLE include: Investment accounts including stocks, bonds, money market funds and mutual funds; proof of income such as tax returns, pay stubs, or salary verification letter; appraisal of real property such as a house or jewelry; available balance on a credit card; pensions or other retirement accounts; bank statements or letters that indicate a balance range (e.g. “high five figures”).

## 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 original bank documents, along with an original letter of support confirming the sponsorship. **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 and for how many years. If you have received a CCA scholarship, be sure to note the name and amount on page 5.
- *Educational loans*: Educational loans must be fully approved and you must provide an approval letter.

**Documented Sources of Funds to Study at California College of the Arts - REQUIRED**

**List all the sources of funds available to you and submit bank statements / documents for each source listed and sign at the bottom of the page.**

TYPE OF FUNDS	Amount of funding (in US Dollars)
1. Personal Funds (account must be in student's name)	\$ _____
2. CCA Scholarship (list amount for <b>one</b> year)	\$ _____
3. Family Sponsor – letter of support (page 6) required  Name of sponsor: _____	\$ _____
4. Additional Sponsor (family, government, organization, etc)  Name of Sponsor: _____	\$ _____
5. Other loan or scholarship (you must include copy of your award / approval letter) Name of organization / Bank : _____	\$ _____
TOTAL Funding Available:  (Amount must be greater than or equal to total for your program listed on page 6)	\$ _____

I certify that the information provided in this I-20 Request Form is correct and complete. I certify that the funding listed above is available to cover my tuition and fees at CCA. I understand that CCA tuition and fees may change each academic year.

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

*(digital signature accepted)*

**Sponsor Letter of Support**

If one or more sponsors is indicated on page 5 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.

Instructions for Sponsors:

- Review the requirements for sources and documentation of funding on page 4 of the I-20 Request Form to ensure that the funding you are providing meets all requirements.
- Make sure that the information in this letter matches the bank documents you are providing to the student.
- Be sure to fill in this letter template **fully**. Incomplete forms and mismatched bank information will delay the processing and issuance of the student’s I-20.

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

Sponsor’s Name: \_\_\_\_\_

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

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

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

Relationship to Student (please check one):  
\_\_\_ Parent  
\_\_\_ Other. Please specify: \_\_\_\_\_

To whom it may concern,

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

per year for \_\_\_ years in account number \_\_\_\_\_ at \_\_\_\_\_  
number of years account number name of bank/financial institution

to support \_\_\_\_\_ in his/her studies at California College of the Arts.  
full name of student

Sincerely,

\_\_\_\_\_  
REQUIRED - signature of sponsor  
(digital signature accepted)

\_\_\_\_\_  
date