



I-20 request form for CCA F-1 student returning from leave

We look forward to seeing you back on the CCA campus after your time away. Your next step is to apply for a new I-20, by filling out this I-20 Request Form and submit it, along with supporting documentation, so we can send you a new I-20 to come to the United States.

Submit your completed I-20 Request Form through 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 **if** you require a new visa. If you have a current, unexpired F-1 visa, you may still use that for entry into the US and do not need to apply for a new one.

Travel to the US:

Please do not attempt to enter the United States with any previous CCA I-20. If you have been issued a CCA I-20 previously, that document is no longer valid for use. You will need a new I-20 to return to the US and CCA.

Students in the US attending another institution:

Students who are currently in the U.S. in F-1 status at another school should contact the ISAP Office at isap@cca.edu before traveling internationally, so we can make sure you travel and re-enter with the correct I-20.

Instructions for Completing this Form and Receiving Your I-20:

I-20 Request Form Checklist:

Before sending in your I-20 Request Form, please be sure you have included ALL items listed below.

- I-20 Request Form with all sections fully completed
- Clear photocopy of student's passport photo page
- Clear photocopy of student's F-1 visa page (if applicable)
- Official bank statements or documents showing proof of funding for each source of funds listed on page 5.
- 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 may choose to also submit:

- Completed Request for SEVIS Release form (optional)

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. **A student’s actual expenses may vary.** Tuition and fees 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 for 2023-2024 academic year

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 for 2023-2024 academic year

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*

**** Living expenses for program longer than nine months*

Student Biographical and Program Information

Type or print clearly.

Name: _____,
Family name in passport Given name(s) in passport

CCA ID#: _____ Email to send I-20: _____

Date of Birth: ____ / ____ / ____ Gender: Female Male Other
month day year

Country of Citizenship: _____ Country of Birth: _____

City of birth: _____

Degree Level: Undergraduate Graduate

Program of study at CCA: _____

Do you have a spouse or child(ren) who will travel with you to the U.S.? YES NO
If YES, please contact ISAP at isap@cca.edu to find out what information is required.

Are you currently in the U.S.? YES NO

Do you have a valid F-1 visa? YES NO
If YES, are you transferring from another U.S. school? YES NO

Name of school and location in U.S.: _____

Student Address Information

A foreign address is required for issuance of the I-20. The address must be a physical address; P.O. boxes are not acceptable.

Foreign Address (REQUIRED for all students)

StreetAddress: _____

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.

StreetAddress: _____

City: _____ State: _____

Zip Code: _____

Phone Number in the US: _____

Financial Information:

Your funding sources and documentation must meet ALL requirements below.

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.

Financial documentation must meet ALL of the following requirements:

- Must be an official bank statement or letter on bank letterhead.
- 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.
- 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
- The documents must have been issued within the last four months.

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”).

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	\$ _____
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 X)	\$ _____

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:** ___ / ___ / _____

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 2 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, non-acceptable sources of funding, 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

date