

## HOW TO OBTAIN YOUR FORM I-20

Students attending The Lee Strasberg Theater and Film Institute (LSTFI) for the 1 year Conservatory Program, the 2 Year Conservatory Program or the Full-time 12 Week (22 hours) must obtain the F-1 Student Visa prior to the start of classes. The Form I-20 is the Certificate of Eligibility for Nonimmigrant (F-1) Student Status. Students must be enrolled or intend to enroll in a full-time program in order to qualify for an F-1 Visa. The Form I-20 is required to apply for an F-1 Student Visa and to enter the US as a student. In order to receive your Form I-20 so you can secure your Student Visa, you must complete the Application for I-20 and submit a copy to LSTFI. Keep the originals for your Visa interview. You can send by mail, fax or email the completed Application for I-20 and all supporting documents to the NY LSTFI campus.

**By Mail:** The Lee Strasberg Theatre and Film Institute  
115 East 15<sup>th</sup> Street  
New York, NY 10003

**By Fax:** 212.473.1727

**By Email:** [newyork@strasberg.com](mailto:newyork@strasberg.com)

Additional information about studying in the U.S. can be found at the Department of Homeland Security's "Study in the States" website - <http://studyinthestates.dhs.gov/>

### LSTFI Requires the Following:

- A completed LSTFI Application for I-20, including official bank signature and seal for personal financial contributions (if applicable).
- Completed Sponsor's Affidavit Form(s.) If using financial sponsor(s), this form must be signed by the sponsor(s) and include a bank official signature and seal. *What is a financial sponsor?* A financial sponsor is the person(s) or organization who commits to provide a nonimmigrant monetary funding to pay for some or all of the education in the U.S. (inclusive of tuition, housing/living expenses, etc.). The sponsor must sign the sponsor's affidavit as well as provide a bank statement (or other verifiable financial information such as bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant) to the school demonstrating in liquid (cash available) assets the amount of funding to be provided for each term of attendance. The sponsor's affidavit may be copied to accommodate more than one sponsor. Sponsors are not required to update financial documents on an annual basis, provided that the student maintains valid nonimmigrant status after enrolling in school. Students who violate status will be required to submit new financial documents from their sponsors. Likewise students renewing their status will be required to provide updated financial document from all sponsors.
- Proof of Financial Support for each person contributing to your educational costs, including yourself (e.g. bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant, or proof of loan approval from your loan institution.) Note that all documents must be in English.
- Photocopies of all necessary documents. DO NOT send original documents. You will turn in the originals after your arrival at LSTFI.
- Photocopy of your passport and, if applicable, a photocopy of your Form I-94 (departure/arrival record).

NOTE: Your tuition must be paid in full prior to registering for classes. Please make your tuition payment when submitting the Application for I-20. A receipt verifying your tuition payment will be sent along with the Form I-20. Documented tuition payment will support your application for a student visa.

**Where possible, we recommend submitting all necessary documents 120 -90 days prior to the start of classes.** The process for issuing the Form I-20 in the United States is through a system called SEVIS (Student and Exchange Visitor Information System). Once we have received and reviewed your Application for I-20, we will prepare your Form I-20. It is recommended that you make arrangements to have the Form I-20 express mailed via the LSFTI Express Mail system - <http://newyork.methodactingstrasberg.com/UniversityExpressMailServices.htm>.



**AFTER YOU RECEIVE YOUR FORM I-20**

**Pay the SEVIS Fee:** All SEVIS Form I-20 recipients will be required to pay a [SEVIS Fee](#).

- Applicants who require a visa to enter the United States must pay the SEVIS fee seven days before going to the US embassy or consulate for their visa interview.
- Canadian students must pay this fee seven days prior to entry into the US and present the internet receipt at the time of entry.
- Payment of the fee can be made by credit card at <https://fmjfee.com/i901fee/desktop/index.jsp?view=desktop>. An internet receipt (I-797) must be printed and brought to the visa interview.

**Make an Appointment with the US Embassy in your home country:**

Students are eligible to apply for a Student Visa no more than **120 days prior** to the start of school. It is important that you secure a Student Visa in your home country. Securing the Visa in your home country will prevent unnecessary delays. Check with the US Embassy or consulate in your home country to see how far in advance you should make the appointment to ensure that you have ample time to go through this process.

**Be prepared to submit the following at your Visa interview:**

- The Form I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status) as provided to you by LSTFI.
- Online Nonimmigrant Visa Electronic Application, [Form DS-160](#). Visit <http://travel.state.gov/content/visas/english/forms/ds-160--online-nonimmigrant-visa-application.html> for the online application.
- A valid passport.
- One 2x2 photograph. Visit <http://travel.state.gov/content/visas/english/general/photos.html> for photo requirements.
- A MRV fee receipt to show payment of the visa application fee.
- The SEVIS I-901 fee receipt.
- For a list of Visa Fees go to - <http://www.immihelp.com/visas/fees.html>.

**All applicants should also be prepared to provide:**

- Transcripts and diplomas from previous institutions attended.
- Scores from standardized tests required by the educational institution such as the TOEFL or its equivalent.
- Financial evidence that shows you and/or your sponsors you have sufficient funds to cover your tuition and living expenses during the period of your intended study. You should have the original LSTFI application for I-20 and all supporting documents ready to present at your Visa interview.

Once you have received your Student Visa, you may not enter the United States more than 30 days prior to the start of class. For students enrolling in the next available semester, you must submit this form as soon as possible to ensure proper time to secure your visa.

**Canadian Students:** Canadian citizens are not required to apply for an entry visa at a U. Embassy or consulate. Your passport will be stamped at the border as you enter the United States. You will need to show all financial documents to the border patrol at that time. Please note that Canadians students are subject to the same regulations regarding requirement for full-time study and all other provisions for maintaining status as other international students. **It is important for Canadian students to be vigilant about entering the United States in proper student status, as immigration inspectors are accustomed to admitting Canadian citizens as visitors.**

*LSTFI is authorized under federal law to enroll non-immigrant alien students.*

## REGARDING PAYMENTS

Tuition payments can be made using the following methods:

- **Bank Wire Transfer** – refer to your acceptance letter for bank wire information or call the NY campus for details. 212-533-5500

A bank wire fee may be charged by the remitting bank. If your bank or financial institution charges a bank wire fee, please make arrangements to pay all bank fees independent of the amount due. Bank wire fees should not be deducted from the amount due to LSTFI.

**To help ensure proper credit to the student’s account at LSTFI, please be sure the Student’s name appears clearly on bank wires.**

- **Credit Card** – Print, complete and mail a [credit card authorization](#) form to  
The Lee Strasberg Theatre and Film Institute  
115 East 15<sup>th</sup> Street  
New York, NY 10003
- **International Money Order**

Obtain a guaranteed bank check payable in U.S. Funds. Checks should be made payable **to The Lee Strasberg Theatre and Film Institute.**

**To help ensure proper credit to the student’s account at LSTFI, please be sure the Student’s name appears clearly on checks and international money orders.**

## IMPORTANT INFORMATION

**Now that you are planning to study in the United States, please be aware of the following...**

- **DO NOT send original documents to LSTFI.**

You should send photocopies of all necessary documents to LSTFI. You will need the originals of all documents when you visit the American Embassy or consulate to obtain your student visa after receiving your Form I-20 from LSTFI.

- **DO NOT enter the United States with a B-1, B-2, or B-1/2 Visa.**

If you use a B visa to enter the U.S. you could be guilty of “fraudulent entry” and refused permission to stay longer than six months or to extend or change your status. Do not listen to people who say it is easier to enter the country as a visitor and change your status. It is not true.

- **DO NOT enter the United States without Visa or passport.**

If you are from a country from which you can enter the U.S. as a visitor by showing a round trip airline ticket, do not do this. If you can enter without a visa, you will be permitted to stay for only 90 days. You will not be given more time or allowed to change to student status.

Detach the “How to Obtain Your Form I-20” pages 1-3 and keep for your records.

Complete and submit the following pages, “Application for I-20” pages 1-4” to the New York Campus:

- By Mail:** The Lee Strasberg Theatre and Film Institute  
115 East 15<sup>th</sup> Street  
New York, NY 10003
- By Fax:** 212.473.1727
- By Email:** [newyork@strasberg.com](mailto:newyork@strasberg.com)



**PART I - PERSONAL INFORMATION**

Name (Legal): \_\_\_\_\_  
*Last First Middle*

Mailing Address: \_\_\_\_\_  
*Number and Street Apt #*

\_\_\_\_\_  
*City State Zip/Postal Code Country*

Telephone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
*Month / Day / Year*

Country of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ # of Dependents (if any): \_\_\_\_\_

Does your government impose restrictions on exchange and release of funds for study in the U.S.?  Yes  No

Do you have a source of emergency funds once you arrive in the United States?  Yes  No

If yes, name source: \_\_\_\_\_

Who will pay for your transportation to the United States? \_\_\_\_\_

**PART III - IMMIGRATION INFORMATION**

**If you are in the United States NOW, complete this section. If not, go on to PART IV.**

**What is your Admission Number?** \_\_\_\_\_

This is found on your Form I-94 Arrival Departure Record

**What is your Immigration Status?**

◆ **For F-1 Status - What is the name of the school you last attended?** \_\_\_\_\_

USCIS requires that you complete a school transfer procedure no later than two weeks after the semester begins. Please provide a phone number at which we may contact you with more transfer information.

◆ **For all other Statuses - What is your current status?** \_\_\_\_\_

Not all classifications are transferable. Before you fill out your Application for I-20, we would like to advise you. Please call the Admissions Office at LSTFI.

**Do you plan to travel outside of the United States before school starts?**  Yes  No



**PART IV – STATEMENT OF FUNDS**

2 Years (18 months) \$18,550 annual tuition + 18,000 per year living expenses = **\$36,550 for each year**  
 1 Year (9 months) \$18,550 annual tuition + 18,000 per year living expenses = **\$36,550**  
 3 Months Full Time 12 Week Program (22 Hours) \$6,350 + 6,000 per term living expenses = **12,350**

**SOURCE(S) OF FUNDS:** Totals listed above reflect cost of attendance per academic year/term.

- For 1 year conservatory students, enter current funds available equal to **\$36,550** USD in column A.
- For 2 year conservatory students, enter current funds available equal to **\$36,550** USD for your first year in column A **AND** projected funds available equal to **\$36,550** USD in column B.
- For 12 Week program students, enter funds available equal to **\$12,350** in column C.

**All funds should be listed U.S. Dollars**

Living expenses for the year are estimated to be \$2,000 per month or \$6,000 per term. This estimate includes the cost of housing, food, transportation, laundry, and miscellaneous living expenses.

	First Year Column A Current Funds Available	Second Year Column B Projected Funds	12 Week Program Column C Current Funds Available
Personal:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Sponsor #1:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Sponsor #2:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Sponsor #3:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Government Support/Loan Provider:	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Name of Gov't Agency/Loan Provider:	<input type="text"/>		

**PART V – Personal Contribution**

If you, the student have listed a "personal" contribution above, you must complete this section. If not, go on to Part VI.

**I certify that the above personal contribution information is true and accurate based on the student's available funds.**

\_\_\_\_\_  
Bank Official Signature

\_\_\_\_\_  
Date

Bank Stamp/Seal



**PART VI – SIGNATURE**

I certify that the information on this form is true and complete. I understand that any misrepresentation may be cause for refusing or revoking admission.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*



## SPONSOR'S AFFIDAVIT - ANNUAL CASH SUPPORT AND PROOF OF FINANCIAL CAPABILITY

### What does the affidavit mean?

By completing the affidavit on page 5, you are swearing to the United States government that you will provide this student with a specific amount of money for every year he or she is going to study at The Lee Strasberg Theatre and Film Institute (LSFTI) and live in the United States. You are also providing that you can afford the support you are promising with the documents you have attached.

By signing the affidavit, you acknowledge that you are making a financial commitment to the student that will not be broken. Failure to provide said financial commitment may result in the student being withdrawn from the program. Note: Student employment is not offered at LSTFI and students are not allowed to work in the US while on an F-1 Visa.

### How to complete this form:

- Fill out this form completely in English. *Promise only the amount of money you are able to give.* The most common reason affidavits are rejected is that sponsors do not meet the minimum requirements of financial support.
- Provide the Proof of Financial Support. In order for you to demonstrate that you are financially capable of providing this cash support for every year/term of the student's program, you must attach the following documents. *Documents can be photocopies or faxes, must less than two months old, in English, and in U.S. currency.*

### Provide:

**1. Proof of Financial Capability.** You may provide a bank statement, letter from a bank official, statement of liquid investments, letter from attorney and/or accountant, or proof of loan approval from your loan institution

**2. Proof of Income.** Provide one of the following:

- A letter on your employer's business stationary, stating your current income.
- A copy of your income tax returns or receipts showing your annual income.
- A copy of a current payroll stub showing your annual income.
- If you are self-employed and are unable to provide one of the above items, you may submit a letter from a bank official or private accountant, showing your estimated income. Please note that the income of a company will not be accepted as proof of your income; you must provide an official statement of the salary paid to you.

**3. Signature of Bank Official and Bank Seal.** You must have a bank official sign and stamp the Sponsor's Affidavit form, certifying that funds are available for the amount you have promised to contribute to the student's educational costs.



SPONSOR'S AFFIDAVIT - This is my sworn promise of cash support

I, \_\_\_\_\_ promise that I can and
(Name: First, Last - please print)

will give no less than U.S. \$ \_\_\_\_\_ in cash for every year/term of the program
(amount in U.S. dollars)

of study at The Lee Strasberg Theatre and Film Institute to: \_\_\_\_\_
(Full name of student: First, Last - please print)

I certify that the above sponsor contribution is true and accurate based on the sponsor's available funds.

Signature of Bank Official

Date

Place Official Bank Seal Here

My relationship to the student is: \_\_\_\_\_
(Parent, spouse, brother/sister, friend, etc.)

My address is: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

The following persons are fully or partially dependent upon me for their support. (Do not include the student named above.)

Table with 3 columns: Name of Dependent, Relationship to Me, Age of Dependent

Name of employer \_\_\_\_\_

Annual Salary U.S. \$ \_\_\_\_\_ Other Income U.S. \$ \_\_\_\_\_ My Proof of Financial Support is attached: [ ] Yes [ ] No
(U.S. dollars) (U.S. dollars)

I swear that the information I have provided above is true and correct.

Signature of Sponsor

Date

If you have more than one sponsor, please photocopy and distribute this affidavit.