



How to Obtain your Form I-20 Certificate of Eligibility for F-1 Student Status

The information in the following pages explains the steps that are necessary to obtain your New Heights Preparatory School Form I-20 and a United States F-1 Student Visa.

Please read this information completely.

Receipt of this document neither implies nor guarantees admission to New Heights Preparatory School, nor does it imply or guarantee visa status. This document is for informational purposes only and is intended to assist you in understanding this portion of the application process.

If you have any questions about this process, or about the documents required, please contact Mrs. Susan Lee at 818.402.3616 or via e-mail to Susan@NewHeightsPrep.org

International Student Services
New Heights Preparatory School
8756 Canby Avenue
Northridge, CA 91325
O: 818.993.3800
F: 818.885.1663
www.NewHeightsPrep.org

International Students Attending New Heights

You will need a United States F-1 Status Visa to attend New Heights Preparatory School as a nonimmigrant international student. If you are currently living outside of the United States and have no U.S. visa, you will need to obtain a U.S. F-1 status student visa. If you already have F-1 visa status and are attending another U.S. academic program, you may be able to transfer into New Heights Preparatory School. If you are currently in the United States with B-1, B-2, F-2, or M-2 visa status, you will need to convert your visa to an F-1 student visa through the U.S. Citizenship and Immigration Services BEFORE beginning classes at New Heights. If you are currently in the United States with a nonimmigrant visa other than a B-1, B-2, F-2, or M-2 visa status, you may begin classes at New Heights while your visa is being converted to an F-1 student visa through the U.S. Citizenship and Immigration Services. You will need a U.S. I-20 form from New Heights Preparatory School in order to obtain a new F-1 student visa or to convert your existing visa to an F-1 status visa.

What is a Form I-20 and Why Do You Need One?

A form I-20 is a U.S. government form on which New Heights Preparatory School certifies to the U.S. government that you are eligible for F-1 student status. It certifies that you:

1. are or expect to be a full-time student at New Heights Preparatory School
2. meet our admissions requirements
3. will pursue a full course of study
4. proved that you have enough money to study and live in the United States without working illegally or suffering from poverty.

You will need a Form I-20 to obtain an F-1 student visa, or to keep lawful F-1 status when transferring or changing schools within the United States. Transferring students do not have to receive our I-20 before coming to New Heights Preparatory School unless they are traveling outside the U.S. before classes begin. Transfer students will normally use their existing I-20 from their present school until arriving at the New Heights campus at the start of classes.

Does Everybody Need an I-20?

Students obtaining United States citizenship with immigrant visas do not need an I-20. The I-20 document is for NONIMMIGRANT temporary student visas.

Financial Documentation to Obtain Your Form I-20

The U.S. government requires that we be absolutely sure, to the best of our ability, that students have enough financial support to cover the full costs of their program. Too little money causes pain and distress for students. We insist that students and their families look closely at the cost of living and studying in the U.S. and make careful plans to be sure that the student's needs are met. The I-20 process will require detailed documents to demonstrate financial support to cover

1. Tuition, books, etc.
2. Food and housing expenses
3. A health insurance policy to provide medical services should you become sick or injured during your stay in the United States.

**Estimated Annual Financial Requirements
For Middle and High School International Students
2007-2008**

1. Academic Tuition & Fees (in U.S. Dollars)	
Application Fee	\$ 100.00
Enrollment Fee	\$ 1,000.00
Tuition	\$18,000.00
Books / Supplies	\$ 500.00
Activities Fee	\$ 450.00
2. Room and Board	\$15,000.00
3. Transportation	\$ N/A
4. Clothing / Personal Expenses	\$ N/A
5. Health Insurance	\$ Required, not included in our estimate
Total	<hr/> \$35,050.00

In addition, all students at New Heights Preparatory School will need a laptop computer in order to make use of the classroom facilities on our wireless campus. You will need to budget for a Windows 2000 or Windows XP laptop computer with integrated 802.11 b/g Wireless capability, a CD drive, and Microsoft Office Professional 2003. This package costs around \$850 in the U.S.

These financial requirements are not negotiable. They represent a modest average budget that does not include luxuries of any kind. We strongly recommend that you budget at least 10% more if possible. Do not expect that you will be able to work in the U.S. to help meet your annual costs. Off-campus employment is strictly PROHIBITED by the Immigration Service.

Expect the Annual Increase in tuition and living costs to be about 7%.

U.S. Law requires that you prove that you can support your estimated annual costs for at least 2 years. New Heights Preparatory School requires the 1st year expenses be paid in full in advance to prove this compliance. The 2nd year financial support proof must be in the form of an official letter or letters from your financial sponsor's bank(s) *dated AFTER the 1st year expenses have been paid in FULL* showing sufficient funds to cover the following year's expenses.

These official financial institution letters are required by the U.S. government student visa program and must be on bank stationary/letterhead. *Send New Heights Preparatory School copies of these letters and keep the originals. You will need the originals when you arrive at the United States Point of Entry.* If a sponsor is supporting more than one student in the United States, then separate letters will be required for each student. Each letter should identify the name of the student whose financial funds are being documented.

If you will be living off-campus with a sponsor family here in the United States, then New Heights Preparatory School will need a letter, signed and dated before a legal notary public official and sealed by that notary public, identifying that the student's expenses have been paid in full.

Applying for an I-20 Form from New Heights Preparatory School

Read and follow these instructions very carefully in order to avoid delays. You cannot complete this process without following them Step-By-Step. Select the appropriate CHECKLIST from the following pages that matches your current U.S. Visa status and then follow the CHECKLIST Step-By-Step. *Mark completed items (✓) and do not skip any items.* Contact New Heights Preparatory School or your closest United States embassy / consulate for any questions.

Note : Send COPIES of all paperwork to New Heights Preparatory School (**NHPS**). Keep the original copies for submission to the U.S. Government when you apply for your F-1 Student Visa and for when you actually arrive in the United States.

CHECKLIST 1 : Student has NO U.S. Visa and is living outside the United States.

- A. Apply for Admission to New Heights Preparatory School and for your I-20 Form as a potential international student.
- 1. Submit the normal student application with all required documentation including:
 - (a) Academic Transcripts and Test Results
 - (b) Teacher Recommendations
 - (c) Student Essay
 - (d) Student Photo
 - (e) \$100 Application Fee
 - 2. Submit a completed NHPS *International Student Application* form
 - 3. Submit COPIES of documents to show that the student can support the costs of living and studying in the U.S. for at least 2 years at NHPS. These documents Must be in the form of Income Tax documents, or Bank Statements / Books or A letter from the Bank, OR If the financial sponsor owns a business, then provide copies of the business registration, licenses, tax docs, & bank stmts.
 - 4. If student does not already have a Passport from your home country, then apply for a Passport.
- B. If Student is ACCEPTED to NHPS, complete these steps to Enroll at NHPS and obtain your I-20 Form:
- 1. Complete, sign, and submit the enrollment contract agreement.
 - 2. Submit payment for the 1st year Tuition and Fees. IF NHPS will be providing housing for the student, including the Housing and Meals fees.
 - 3. Submit copy of 2nd Year Financial Support documentation as required by the U.S. Government. Obtain Letter(s) from your bank(s) ***dated AFTER the 1st year tuition and board have been paid*** showing remaining funds are available for the 2nd year of expenses. Letter(s) must show the name of the student and the specific amount of funds available to support the student in U.S. Dollars.
- C. When your I-20 Form arrives from NHPS, apply for your Visas. All students must be accompanied by a parent or legal guardian when they first arrive on Campus. The student must apply for an F-1 Student Visa and the legal guardian must obtain at least a Tourist / Visitor Visa for the initial meeting at our school campus. Since we are serving youth under the age of 18 years old, we must be absolutely sure that the parent/guardian is familiar with the campus and housing facilities.

- 1. Parent/Legal Guardian applies for Tourist / Visitor / other U.S. Visa for their short visit to escort student into United States and to visit NHPS Campus when student 1st arrives.

- 2. Pay the U.S. Government Student and Exchange Visitor Information System **SEVIS I-901** fee. This fee covers the U.S. Government program that oversees International Students in the U.S. This form and \$100 fee can be filled out and paid over the internet at: <https://www.fmjfee.com/index.jhtml>
This website accepts Visa, MasterCard, Discover, Diners, or American Express credit cards for payment. If you need to pay by check or money order, the website has information about printing a paper copy of the I-901 Form and mailing instructions to:

I-901 Student/Exchange Visitor Processing Fee
P.O. Box 970020
St. Louis, MO 63197-0020
United States

Your check or money order must be an international money order or a foreign draft drawn on a financial institution in the United States and payable in United States currency. Checks must be from one of the following:

- (a) Banks chartered or operated in the United States
- (b) Foreign subsidiaries of United States banks
- (c) Foreign banks that have an arrangement with a United States bank to issue a check, money order or foreign draft that is drawn on a United States bank.

Make checks and money orders payable to:

I-901 Student/Exchange Visitor Processing Fee.

Make sure you obtain a RECEIPT for payment of this fee.

- 3. **IF NOT** from Canada or Bermuda, then:
 - (a) Apply for your F-1 Student Visa over the internet at :
<http://evisaforms.state.gov/>
This website allows you to quickly complete and **print** the U.S. DS-156 *Nonimmigrant Visa Application* in English or several other languages.
 - (b) Fill Out paper DS-157, *Supplemental Nonimmigrant Visa Application* form
 - (c) Fill Out paper DS-158, *Contact Information and Work History for Nonimmigrant Visa Application*
 - (d) Obtain a Passport Size Photo of the Student
 - (e) Make an appointment with nearest United States Embassy or Consulate Office for a Visa Interview. See <http://usembassy.state.gov/> to find your nearest U.S. Embassy. You will need the student's Passport and there may be a fee for the interview. Bring to Interview the completed:
 - DS-156 obtained in step 3(a) above
 - DS-157 obtained in step 3(b) above
 - DS-158 obtained in step 3(c) above
 - An extra Passport Size Photo of Student from step 3(d) above
 - The student's Passport valid for at least six months
 - I-20 Form from New Heights Preparatory School
 - Payment Receipt from the SEVIS I-901 fee obtained in step 2

- ❑ Payment Receipt for any U.S. Consulate Visa Interview fees
- ❑ Original copies of the NHPS Application Forms, Student Transcripts, etc.
- ❑ Your executed copy of the NHPS Enrollment Contract Agreement showing that the 1st year Tuition and Fees have been paid.
- ❑ If student will be living off-campus with a sponsor family here in the United States, then bring the Original letter, signed and dated before a legal notary public official and sealed by that notary public, identifying that the student's expenses have been paid in full to the housing sponsor.
- ❑ Original 2nd Year Financial Support documentation as required by the U.S. Government in the form of Letter(s) from your bank(s) ***dated AFTER the 1st year tuition and board have been paid*** showing remaining funds are available for the 2nd year of expenses. Letter(s) must show the name of the student and the specific amount of funds available to support the student in U.S. Dollars.

Proof of Health Insurance.....