

**TOURO**  **COLLEGE**  
Division of Graduate Studies

# **International Students Bulletin**

**2010 - 2012**

## INTRODUCTION

The Division of Graduate Studies welcomes applications from international students! By providing educational opportunities for international students, we aim to promote an enriched understanding of global and cultural issues for all graduate students.

Touro College determines the eligibility of applicants for admission to its academic programs. Academic Program Directors and Admissions Officers are available to further clarify the particular admission policies and program details for applicants. For further information, please refer to the 'Application for Admission' booklet. The application can be downloaded by accessing the Touro website, [www.touro.edu](http://www.touro.edu) and navigating to the appropriate Graduate School's Admissions page.

Please be aware that, regardless of past academic achievement, only applicants who possess or qualify for visas permitting the visa holder to pursue higher education in the United States are eligible to enroll in the College's academic programs. Visa eligibility and admittance to the United States are determined by policies enacted by the Bureau of Consular Affairs, US Department of State, and the Department of Homeland Security. The information in this bulletin is intended to help international students navigate the process of applying for an F-1 student visa and obtaining an I-20 form.

The Designated School Official (DSO), Mr. Edward Schabes, Registrar for Data Management, is available to further clarify procedures for applicants to obtain an I-20 form:

Phone: 212-463-0400 ext. 5607

Email: [Edward.Schabes@touro.edu](mailto:Edward.Schabes@touro.edu)

Mail: Touro College, 27-33 West 23<sup>rd</sup> Street, Room 204, New York, NY 10010-4202.

Touro College is chartered by the Board of Regents of the State of New York and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104 (Tel: 267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the United States Secretary of Education and the Council for Higher Education Accreditation.

Touro College does not discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation or any other characteristic protected by law in employment, or in its admission, treatment or access to its educational programs or activities. For additional information, please contact the US Department of Education Office for Civil Rights at <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> or (800) 421-3481.

## F-1 VISA

The F-1 visa is a student visa issued by the US Department of State. Applicants who are not United States citizens or permanent residents need to obtain an F-1 visa before enrolling in a college in the US. The most up-to-date and accurate information on F-1 visas can be found on the website of the Department of State, Bureau of Educational and Cultural Affairs. Prospective students are advised to visit the website at: [http://www.travel.state.gov/visa/temp/types/types\\_1268.html](http://www.travel.state.gov/visa/temp/types/types_1268.html).

Visa procedures vary slightly from one consulate or embassy to another. However, there are standard items that are required for the F-1 application:

- ▶ Properly completed Form I-20
- ▶ Proof of having paid the [SEVIS fee](#) (see FAQ #19 of this bulletin)
- ▶ Evidence of financial ability to meet expenses
- ▶ Evidence of English ability sufficient for course of study
- ▶ Evidence of intent to depart the United States after completion of studies
- ▶ Passport valid for at least six months
- ▶ [Form DS-156, "Nonimmigrant Visa Application" \(PDF\)](#) \*
- ▶ [Form DS-157, if applicable \(Supplemental Nonimmigrant Visa, PDF\)](#) \*
- ▶ [Form DS-158 \(Contact History & Work History, PDF\)](#) \*
- ▶ Photograph attached to the DS-156 form ([http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html))
- ▶ Machine-Readable Visa Surcharge (MRV) surcharge fee
- ▶ Visa reciprocity fee (if applicable)

\*Forms available at <http://www.state.gov/m/a/dir/forms/>

## I-20 FORM

### 1. What is an I-20 Form?

The I-20 Form is a nonimmigrant visa application which allows foreign students *to apply* to the US Dept of State to obtain an F1 Visa. The F1 allows students to enter the US to attend a full course of study at colleges, universities, schools, and institutions with language training programs.

### 2. How do I qualify for an I-20 Form?

You must:

- demonstrate proficiency in the English language
- prove that you have sufficient funds to complete your education and support yourself (see below)
- demonstrate that you intend to take a full course of study at a school approved by the USCIS (United States Citizenship and Immigration Service)

### 3. What financial requirements must I meet to receive an I-20 Form?

You must demonstrate that you have adequate financial support to cover yourself through the entire academic program, and that adequate funds are currently available for the coming academic year. Acceptable evidence may include school financial aid, personal and family funds, and government assistance. "Adequate funds" means enough money to pay for one year of tuition plus living and incidental expenses.

### 4. How can I get an I-20 Form?

Non-US citizens who wish to apply to Touro College, and need an I-20 form, must follow the steps listed below.

#### I. STUDENTS WHO DO NOT LIVE IN THE UNITED STATES

- a. Fill out and follow all directions on the admissions application.
- b. The appropriate Touro College Admissions Committee will review your application materials to determine your eligibility for acceptance.
- c. If you are accepted, you will receive an acceptance letter and other admission forms, a blank affidavit of support, and medical immunization forms.
- d. If you accept Touro College's offer of admission, you must return your signed acceptance of the admission offer and other admissions forms, the completed affidavit of support, your completed medical immunization forms, and a non-refundable tuition deposit, if required by the academic program that you are applying to.
- e. The affidavit of support must include the sponsor's name and state that the sponsor will financially support you while you attend college. You must provide proof that the sponsor possesses the funds to back up his/her statement. Examples of proof would be a bank statement or a letter from the sponsor's bank or accountant that states that the funds are available. The statement must be notarized.
- f. Upon receipt of materials listed in item "d." above, the Designated School Official (DSO) will issue the I-20 form.
- g. When you receive the I-20, bring it, with the affidavit of support and letter of acceptance, to the American Embassy or Consulate in your home country and the Embassy or Consulate will issue the visa. When you come to New York, contact the Office of Admissions (43 West 23<sup>rd</sup> Street, Tel: 212-463-0400 ext. 5438) prior to completing the registration process.

## II. STUDENTS WHO LIVE IN THE UNITED STATES AND ARE TRANSFERRING FROM ANOTHER COLLEGE/UNIVERSITY

In addition to items a - f in section I above, if you are transferring to the Touro Graduate School from another academic institution you must submit the Institutional Transfer Form to your present college and have that school:

- (1) complete the form and return it to the appropriate Touro Graduate School, and;
- (2) electronically transfer your Student and Exchange Visitor Information System (SEVIS) information to Touro College.

In addition, you must present your passport and I-94 card at the time of registration at the Touro Graduate School in order to complete the transfer process and remain in F-1 status.

### 5. How many classes do I have to attend to maintain my legal status?

As per immigration regulations, F-1 visa students must be enrolled full-time; this means they must carry at least 9 credits per semester during Spring and Fall semesters, at the graduate level.

### 6. Can I drop below 9 credits and not lose my legal status?

Under certain academic or medical circumstances, you may be authorized to carry a reduced course load. Please see the DSO to discuss your situation *before* you drop a class.

### 7. What is the deadline for submission of application materials?

The Admission Committee considers candidates only after all application materials are received. If you are expecting to enroll in the Fall semester all application materials must be submitted by **July 15**. If you are expecting to enroll in the Spring Semester, all application materials must be submitted by **December 15**.

### 8. How long does it take to get my I-20 Form?

After your acceptance of the admission offer, Touro will evaluate the affidavit of support and issue the I-20, which takes 3 business days. After receiving the I-20 form, take it and the affidavit of support to the U.S. Embassy or Consulate in your country so that your student visa can be issued.

Since September 11, 2001, the US has updated its visa policies to increase security for our citizens and visitors. It will likely take you longer to get a visa than it used to, and you will find that a few new security measures have been put into place. For details that may apply specifically to your country, see information posted by your nearest consulate or embassy. The US Department of State website (<http://www.unitedstatesvisas.gov/>) provides further details.

### 9. Can you send me an I-20 Form while I am waiting to be admitted?

No. The I-20 form cannot be issued until all admission processes are complete.

### 10. How soon can I come to the United States after my visa is issued?

You will be allowed to enter the United States no sooner than 60 days before the program start date indicated in point 5 on your I-20 form.

### 11. Can I extend my stay in the US on an F-1 visa if I am unable to complete my studies in the assigned time?

Yes, you may apply for an extension of stay if you need extra time to complete your studies. Your Form I-20 can be extended by the Designated School Official.

**12. How soon do I have to leave the United States after I graduate?**

You are allowed to remain in the United States for a period of sixty days, beginning on the program completion date indicated on your I-20 or on the last day of classes, *whichever is earlier*, unless you have been approved for Optional Practical Training (OPT) (see item 13 below), in which case thirteen months is the period of time.

**13. Are there any travel restrictions on an F-1 visa?**

Yes. You may use the vacation period between two semesters or other holidays to visit your home. You should consult your Designated School Official (DSO) prior to traveling. You must have a current SEVIS Form I-20, endorsed on page 3 for travel, and your DSO needs to be able to verify that your SEVIS record is accurate and up-to-date.

You must limit your time out of the United States to less than five months. When re-entering the US, you must have the following documents:

- A valid Form I-20 with a recent signature of the DSO on page 3 of the form
- A valid passport
- A valid visa

**14. Can I work on an F-1 visa?**

Employment opportunities for F-1 students are very limited. As per immigration regulations, F-1 visa students may legally be employed *on-campus* for up to 20 hours per week. There are no special procedures used to apply for this type of employment; authorization is not required. You may begin as soon as you are offered a position, and your job does not have to be related to your field of study. After being on a student visa for one academic year, you may apply to the DSO for permission to work off-campus in a job directly related to your major, for 20 hours per week. This is called Curricular Practical Training (CPT). Two months prior to graduation, see the DSO if you wish to apply for permission from the Department of Homeland Security to continue this arrangement on a full-time basis for one year (called Optional Practical Training or OPT).

**15. What are the requirements for transfer to another school?**

To transfer to another school, you must:

- be a full-time student and intend to continue to be a full-time student at the new school.
- be accepted by the other institution.
- prove that you have the financial resources required for your education.
- notify Touro College that you are seeking to transfer.
- obtain the Transfer Form from the new school.

**16. Does Touro College provide scholarships for International students?**

Touro provides a variety of awards for study to deserving international and domestic graduate students. Students who wish to apply for scholarships or assistantships should review the offerings of their desired program of study on the school's website or from the program director.

**17. Do I have to purchase medical (health) insurance while in the US?**

No, but it is highly recommended that you do so.

### **18. What is SEVIS?**

SEVIS (the Student and Exchange Visitor Information System) is the United States government's tracking system for international students. SEVIS begins monitoring a student even before he or she enters the US Each I-20 form is individually numbered, and the US Embassy or Consulate uses these numbers to confirm the authenticity of an I-20 when a visa application is processed. It is important to keep in mind that SEVIS is an automated system, closely and continuously monitored by the Department of Homeland Security and the United States Citizenship and Immigration Service (USCIS).

### **19. What is the SEVIS I-901 fee?**

Effective September 1, 2004, the US Department of Homeland Security introduced an additional fee, often referred to as the SEVIS I-901 fee. The fee is \$ 200 in most cases, and must be paid electronically by logging onto [www.fmjfee.com](http://www.fmjfee.com). At the end of the payment process, you will have the option of printing a receipt. This receipt is important, as it may be requested during your appointment at the consulate.

### **20. How can I learn more about SEVIS I-901 fee?**

To learn more about I-901 fee, go to the website noted above, [www.fmjfee.com](http://www.fmjfee.com)

### **21. What should the DSO be informed about that pertains to me as an international student?**

The Designated School Official is responsible for knowing what is happening with you as an international student. Therefore, in order to maintain your status, it is important for you to report any of the following events to the DSO:

- Changes in your personal information, such as address or legal name
- A change in academic information
- A change in employment information, if you have permission to be employed
- Transfer to another school
- Dropping below a full credit load (except in the last semester of your program)
- Marriage
- Pregnancy
- Medical conditions
- A change in employment information, if you have permission to be employed

Each semester, the DSO is responsible for updating information about you in the SEVIS system, including whether you are still attending Touro College. *Students who fail to maintain status will lose their student visas and may be deported.*

## DOCUMENT CHECKLIST FOR F-1 VISA APPLICATION

Please check off each item as you assemble your documents.

- Evidence of financial ability to meet expenses and Affidavit of Support
- Proof of having paid the SEVIS I-901 fee (See FAQ #19 in this bulletin)
- Evidence of intent to depart the United States after completion of studies
- Passport valid for at least six months
- [Form DS-156, "Nonimmigrant Visa Application" \(PDF\)](#) \*
- [Form DS-157, if applicable \(Supplemental Nonimmigrant Visa, PDF\)](#) \*
- [Form DS-158 \(Contact History & Work History, PDF\)](#) \*
- A photograph attached to the DS-156 form ([http://travel.state.gov/visa/temp/info/info\\_1287.html](http://travel.state.gov/visa/temp/info/info_1287.html))
- Machine Readable Visa Surcharge (MRV) fee
- Visa reciprocity fee (if applicable)
- International Student Transfer Form (if transferring from a US college. An Affidavit of Support is also required)

\* Forms available at <http://www.state.gov/m/a/dir/forms/>

## FORMS

The following forms are included to help expedite the issuance of the I-20 form:

▶ **Affidavit of Support**

Must be completed, notarized, and submitted with a bank statement. The required minimum amount for your desired program is shown in the column 'Total required funds per year' on the following page. Insert the applicable amount in Part B of the Affidavit of Support Form found in this appendix.

▶ **International Student Transfer Status Form**

Required only if you are currently enrolled in a US graduate program and wish to transfer to the Touro Graduate School.

These forms must be completed and sent to Mr. Edward Schabes, Registrar, Touro College, 27-33 West 23<sup>rd</sup> Street, Room 204, New York, NY 10010-4202, following your acceptance to an academic program.

### **Student Immunization Record**

Please be advised that a *Student Immunization Record & Meningitis Vaccination Response Form* is required under New York State law for all students born on or after January 1, 1957. Submission of this form is *not* required to be accepted to an academic program or to apply for the F-1 visa. However, accepted applicants will need to submit the form before being allowed to enroll for class. If you anticipate a difficulty in obtaining this medical record, you are advised to start collecting this documentation as soon as possible. You will not be allowed to enroll in class without a completed *Immunization Record and Meningitis Vaccination Response Form*. The form can be downloaded from [http://www.touro.edu/gsb/docs/immunization\\_form.pdf](http://www.touro.edu/gsb/docs/immunization_form.pdf)

## AFFIDAVIT OF SUPPORT

US visa regulations require that “F” visa holders provide certification of evidence that they will have adequate funds to meet expenses involved in a proposed program of study. Included in the certification packet is an *Affidavit of Support Form* which, when completed, must include the sponsor’s name and state that the sponsor will financially support the student while in college. The statement must be notarized.

You must also provide proof that the sponsor possesses the funds to support his/her statement. Examples of this would be a bank statement or a letter from the sponsor’s bank or accountant that states that the funds are available. The I-20 form cannot be issued until an acceptable financial affidavit and certification of finances has been received by the DSO. An *Affidavit of Support* is also required of current F-1 holders who are transferring to Touro College.

The following is an estimate of expenses associated with attending Touro College’s Division of Graduate Studies for the two-semester 2010-2011 academic year, and living in New York City for a twelve-month calendar year. This budget is a modest average. Your expenses may be more, or less, depending upon your personal spending habits and lifestyle. Tuition and fees are based on a minimum of nine credits per semester and are subject to change during the course of your academic program.

<b>Graduate School</b>	<b>Room, Board, Personal Expenses,</b>	<b>Tuition and Fees</b>	<b>Total Required Funds per year *</b>
<b>Graduate School of Business</b>			
MBA	18,896	12,420	28,476
M.S. programs	18,896	12,150	28,206
Paralegal certificate	18,896	5,000	21,056
<b>Graduate School of Education</b>			
M.S. Education & Special Education	18,896	8,600	27,496
M.S. Mathematics Education	18,896	8,300	27,196
M.S. Instructional Technology	18,896	8,000	26,896
M.S. School Leadership	18,896	8,000	26,896
M.S. Teaching Literacy	18,896	8,000	26,896
M.S. TESOL	18,896	8,000	26,896
Advanced Cert. in Bilingual Education	18,896	8,600	27,496
<b>Graduate School of Jewish Studies</b>			
M.A. Judaic Studies	18,896	10,560	29,456
<b>Graduate School of Psychology</b>			
M.S. Mental Health Counseling	18,896	7,700	26,596
M.S. School Psychology	18,896	7,700	26,596
<b>Graduate School of Social Work</b>			
MSW	18,896	10,110	29,006
<b>Graduate School of Technology</b>			
M.S. Information Systems	18,896	10,910	29,806

*\*Insert the applicable amount in Part B of the Affidavit of Support Form.*



# TOURO COLLEGE

27-33 West 23<sup>rd</sup> Street New York NY 10010 Telephone: (212) 463-0400

## Affidavit of Support

If you require an F-1 student visa, you must certify that you have adequate financial support for tuition and living expenses for at least the first year of your program of study at Touro College. A Certificate of Eligibility (Form I-20) will not be issued until you have completed this form satisfactorily and returned it with the official certifications required. As it is necessary to show the requisite financial support, you **must** fill out Part A **OR** Part B **OR** Parts A **AND** B, then sign your name at the bottom of this page.

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Program Code \_\_\_\_\_

**Part A: Savings or other funds**

Personal and/or family

Name of Bank \_\_\_\_\_

Location \_\_\_\_\_

**Enclose financial statement signed by bank official**

**Part B: Parents and/or sponsor**

Name \_\_\_\_\_

Relationship \_\_\_\_\_

**Person named must complete the affidavit of support below. A bank statement showing that the required funds are available must be enclosed with this form.**

### Affidavit of Support for Student

I hereby certify that I am able, willing and do promise to provide \_\_\_\_\_  
(Name of student)

with the minimum<sup>1</sup> of US\$ \_\_\_\_\_ for tuition, fees and living expenses during each year of study at Touro College. Evidence of my financial resources accompanies this affidavit. (If your country restricts funds sent abroad, it will be necessary for you to enclose central bank approval of currency exchange for transfer of funds to Touro College.)

Sponsor signature \_\_\_\_\_

**Notary Public or Legal Official:**

Sworn to and subscribed before me (Please print name here) \_\_\_\_\_  
this \_\_\_\_\_ day of \_\_\_\_\_ (month) in the year \_\_\_\_\_.

Address \_\_\_\_\_

Signature of notary public or legal official \_\_\_\_\_

<sup>1</sup>See the Affidavit of Support information page of the current GSB Bulletin for International Students for the required minimum amount for your desired program.

**By signing my name on this form, I certify that the information above is a correct statement of my arrangements for financing my studies at Touro College.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



**International Transfer Status – Graduate School**

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Program Code \_\_\_\_\_

**To the International Student Advisor:**

According to the new INS regulations regarding school transfer, the new school is responsible for ascertaining that the student has been enrolled in a full course of study at the old school. Please assist us in this responsibility by completing the form below and returning it to our office.

If the student has been approved for less than a full course of study for one of the reasons accepted by the INS, please verify full-time enrollment and provide an explanation under the Comments section provided below.

If the student has otherwise not engaged in a full course of study, please advise him/her that an application for reinstatement will be necessary.

Name: \_\_\_\_\_ I -20 Admission # \_\_\_\_\_

Degree Program: AA AS BA BS Other \_\_\_\_\_

Date student began at your school \_\_\_\_/\_\_\_\_/\_\_\_\_. Normal length of course study \_\_\_\_\_

Previous periods of approved practical training \_\_\_\_\_.

The above named student:

- is enrolled in a full course of study at this school. The expected date of completion of study is \_\_\_\_/\_\_\_\_/\_\_\_\_.
- is **not** enrolled in a full course of study at this school.
- completed the full course of study at this school on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.  
While attending, the student was was not enrolled in a full course of study.
- is engaged in approved practical training employment, having completed the full course of study at this school on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.
- did not complete the course of study, but terminated attendance on (Date) \_\_\_\_/\_\_\_\_/\_\_\_\_.  
While attending, the student was was not enrolled in a full course of study.

Comments: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_. Name(Print) \_\_\_\_\_

School Name

Address

Telephone