



# International Student Inquiry Addendum

*Warm Greetings from the International Students Office of the California Institute of Integral Studies!*

Welcome! We are glad that you have found us and hope to have you join our growing international community at CIIS. The number of international students at the Institute has grown steadily with over 95 students enrolled in our undergraduate and graduate programs. Our international student body makes up about ten percent of the total student body. Currently, we have students representing Australia, Brazil, Canada, China, Colombia, Denmark, France, Germany, Hungary, India, Indonesia, Israel, Japan, Mexico, New Zealand, South Africa, South Korea, Spain, Switzerland, Taiwan, Turkey, the United Kingdom, and more!

The International Student Addendum is intended to assist you with the admissions application process, obtaining a student visa, preparing to study in the United States, and financing your education. We encourage you to visit the international student's online resource at [www.ciis.edu/students/international.html](http://www.ciis.edu/students/international.html)

If you have any questions, please feel free to contact me by phone at (415) 575-6157 or by email at [joconnor@ciis.edu](mailto:joconnor@ciis.edu)

Our best wishes for your successful application to CIIS. We look forward to meeting you soon!

Sincerely,

Jody L. O'Connor  
International Student Advisor

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## Programs of Study at CIIS

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U.S. immigration regulations require that international students entering the country on an F-1 visa provide proof of financial support for their first year of tuition and living expenses. In addition, international students must be enrolled in coursework that is defined as full-time by the Institute. As a result, international students must carefully plan out their academic careers at CIIS.

The CIIS estimated totals for tuition and living expenses for the **2008-2009** semesters which must be met for the I-20 are as follows:

<b>Program of Study</b>	<b>Full-time*</b>	<b>Total**</b>
<b>B.A.</b> Bachelor of Arts degree completion program in Interdisciplinary Studies	12 units per semester (3 semesters)	<b>\$40,775</b>
<b>M.A.</b> Master of Arts program in the School of Professional Psychology and School of Consciousness and Transformation	9 units per semester (2 semesters)	<b>\$38,805</b>
<b>Ph.D.</b> Doctor of Philosophy program in Humanities (all concentrations and emphasis)	9 units per semester (2 semesters)	<b>\$41,185</b>
<b>Psy.D.</b> Psychology Doctorate program in Clinical Psychology	9 units per semester (3 semesters)	<b>\$49,200</b>

\*To be considered full-time per semester, students in the BA program need to take a minimum of **12 units/semester**. Beginning students in the MA, PhD, or Psy.D. programs need a minimum of **9 units/semester**. Additional costs or materials for individual programs may vary.

\*\* Included in these totals are: tuition, fees and estimated living expenses (housing, food, health insurance, books, transportation and personal items). Living expenses may vary by individual. Please refer to the table inside for additional detail.

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## The Application Process

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You can apply online or download the general application for all of our programs at: <http://www.ciis.edu/admissions/apply.html>  
The final pages of the application outlines the specific requirements for each program. If you need further clarification about the materials requested, please contact the admissions counselor for the specific program to which you are applying.

In addition to the general application requirements, international students are asked to submit the following:

(1) **TOEFL (Test of English as a Foreign Language) Report**

Applicants must achieve a minimum score of **80 on the internet-based test** (550 on the paper-based and 213 on the computer-based). Applicants for whom English is not their native language are required to take the TOEFL. Exceptions are made for students who have earned their Bachelor of Arts degree from English language universities. Information may be obtained by writing to: Test of English as a Foreign Language, P.O. Box 899, Princeton, New Jersey, 08540, USA, telephone 1-800-257-9547, or online at [www.toefl.org](http://www.toefl.org) (CIIS TOEFL code is 4807)

(2) **Foreign Credential Evaluation**

All transcripts from schools outside the United States must be sent, at the applicant's expense, to a foreign credential evaluation service agency. A detailed "Course-by-Course" report is required for all programs and will be used in lieu of the CIIS application requirement for original transcripts. Students who attended Canadian colleges or universities are not required to have a foreign credential evaluation completed. Canadian students should have a set of original transcripts in English sent directly to the Admissions Office. The credential evaluation service accepted by CIIS is:

World Education Services  
P.O. Box 745  
Old Chelsea Station  
New York, NY 10113, USA  
Telephone: 212-966-6311  
[www.wes.org](http://www.wes.org)

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## Applying for a Student Visa

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There have been many changes in U.S. immigration policies and practices over the past several years. First, the Immigration and Naturalization Service or 'INS' has been replaced by the U.S. Citizenship and Immigration Services, 'USCIS'. In addition to the name change, the U.S. government has initiated the Student Exchange and Visitor Information System, or SEVIS. SEVIS is an online database that connects immigration officials and U.S. colleges and universities by providing information on international students and scholars.

**On September 1, 2004, a new United States Department of Homeland Security (DHS) rule went into effect. This rule requires F-1 and J-1 visa applicants to pay a one-time fee to supplement the administration and maintenance costs of the Student and Exchange Information System (SEVIS).**

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### **Note about Online Degree Programs and Student Visas**

Per SEVIS regulations, online degree programs do not meet eligibility requirements for the I-20. Therefore, online international students are not permitted to secure an F-1 student visa for entry to the U.S. and are not required to submit the Certificate of Funding form. Online students should enter the U.S. on a tourist visa or tourist waiver for the required weeklong intensives. Please contact the International Student Advisor with questions or concerns.

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Having a U.S. visa is like having a key to enter the country. The expiration date on your visa is the last day you may enter the United States from abroad. You need a valid visa every time you enter the country. CIIS may assist students with the application for **F-1 Student Visas**.

To apply for an F-1 visa, you will need a **SEVIS I-20** from the CIIS. The SEVIS I-20 is a certificate of eligibility for non-immigrant, F-1 student status. CIIS will issue a SEVIS I-20 on these conditions: (a) you have been fully admitted into a program of study at the Institute and (b) you have shown proof of financial support for the first year of study. In order to provide proof of financial support you should complete and submit the Certificate of Funding Form, which you will receive upon acceptance to CIIS. You can also download this and all other international student forms at [http://www.ciis.edu/students/internatl\\_forms.html](http://www.ciis.edu/students/internatl_forms.html)

**The Certificate of Funding Form** is used to show proof of support for your first year of study. You must demonstrate sufficient funding to cover all expenses including tuition, fees, books, travel, and other living expenses. Funding may come from your own personal account, a private sponsor's account, and/or scholarships/loans that have been approved. In addition to filling out the form, you will need to provide adequate verification of the funds. Verification documents include:

1. **Original letter** from your bank or your sponsor's bank stating the available account balance. The letter must be on official letterhead, dated within the last six months (and include the bank's seal when possible).
2. **Official award** letter stating the amount and duration of the scholarship/ grant awarded.
3. **Loan approval** letter from the granting institution, stating the loan amount.

**\*You should obtain two original copies of the financial verification documents\***

One set of originals should be sent to CIIS upon acceptance. The other set of originals should be retained by you, so that you may have them available when applying for a visa and for use at the port of entry.

**The visa application process and required documents may differ depending upon the specific consular office in your home country. For further details please locate your local U.S. Consulate at: <http://travel.state.gov>**

Once you have obtained an I-20 from CIIS, you will need to take the following documents to a U.S. Consulate:

- (1) **Form I-20** (Certificate of Eligibility for Nonimmigrant F-1 Student Status)
- (2) **Passport** -The passport must be valid for travel to the United States and be valid for at least six months beyond your intended period of stay in the United States.
- (3) **Certificate of Funding Form and Financial Verification Documents**
- (4) **An Application Form DS-156 and DS-158** - These forms are available without charge at all U.S. Consular Offices.
- (5) **An Application Form DS-157** - Please check requirements for your country.
- (6) **One Photograph** (2 inches by 2 inches square, showing both ears, and taken within the last 6 months)
- (7) **Application Fee** (varies by country)

You must also present the **first three documents** to an immigration inspector at the U.S. Port of Entry. The immigration inspector decides whether or not to admit you into the U.S. with an F-1 nonimmigrant status.

**Students who are citizens of Canada may obtain their F-1 visas at the port of entry.** Canadian students may present their Form I-20, passport, and additional supporting financial documents to the U.S. Immigration Inspector at the U.S. Port of Entry. Landed immigrants in Canada must apply for a visa before entering the U.S.

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### Preparing for Study in the United States

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After an I-20 is issued and a visa has been obtained, it is best to work within the budget you have estimated for your stay in the U.S. as a student. **Living expenses for each program have been estimated based on a 12-month stay in the United States.** The following is a breakdown of estimated expenses for the year 2008 – 2009 (based on 11-12 units/semester price package):

	B.A. (for 3 semesters)	M.A SCT and SPP (for 2 semesters)		Ph.D. (for 2 semesters)		Psy.D. (for 3 semesters)
	Fall-Spring and Summer	Fall-Spring	Summer (optional)	Fall-Spring	Summer (optional)	Fall-Spring and Summer
<b>Tuition</b>	<b>\$20,175</b>	<b>\$18,340</b>	<b>\$6,725</b>	<b>\$20,720</b>	<b>\$6,725</b>	<b>\$28,600</b>
Registration Fees	<b>\$405</b>	<b>270</b>	<b>135</b>	<b>270</b>	<b>135</b>	<b>405</b>
Housing/Food	\$15,450	15,450		15,450		15,450
Books/Supplies	\$1,245	1,245		1,245		1,245
Transportation*	\$800	800		800		800
Personal Expenses (including health insurance)	\$2,700	2,700		2,700		2,700
<b>Living Expenses Total **</b>	<b>\$20,195</b>	<b>\$20,195</b>		<b>\$20,195</b>		<b>\$20,195</b>
<b>Total Per Year</b>	<b>\$40,775</b>	<b>\$38,805</b>		<b>\$41,185</b>		<b>\$49,200</b>
*Transportation does not include travel to your home country during the vacation breaks. **All SSP students are required to do 45 hours of personal psychotherapy while enrolled in the program. This is not included in the estimated Total Per Year cost.						

**Room and Board:** Depending on the neighborhood, you will find rents starting at approximately \$950 per month for a studio and \$1,200 per month for a one bedroom apartment. You may also want to consider shared housing. Please visit the Housing and Relocation Resources on the CIIS website at <http://www.ciis.edu/students/housing.html>

**Miscellaneous Expenses:** Miscellaneous expenses include daily necessities such as clothing, laundry, recreation, and entertainment. Not included are additional costs such as buying a car or additional appliances. Personal expenses will vary according to a student's habits and preferences.

**Expenses for Married Students:** Students who plan to bring members of their families to the U.S. must plan carefully for their family's support. Additional expenses may be incurred for housing, food, health care and insurance. Child care and schooling must also be considered. Spouses, children, and other dependents may not be allowed into the United States unless the student can prove availability of sufficient funds to support dependents. This amount is estimated to be **\$7,000 per dependent** in addition to the **Total per Year** amount.

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## Financing Your Education

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For many international students a fundamental concern is finding the resources to fund an education in the United States. CIIS has a commitment to assisting international students through an international scholarship program, but often students must find additional sources of support.

### ➤ Scholarships and Grants

CIIS offers the **International Student Scholarship** for students admitted to the Masters, PhD, or Psy.D. programs. Undergraduate students may apply for the Bachelor of Arts scholarship. The IS Scholarship is a partial tuition-only scholarship award for two academic years and recipients must pay the balance of tuition costs and all of their living expenses throughout the duration of their studies at the Institute. Students with scholarships must maintain a minimum full-time course load and demonstrate satisfactory academic progress. Information and the online scholarship forms are at <https://ciis.scholarships.nelnet.net>. In order to be considered for an Institute scholarship, you must submit a Certificate of Funding form to the International Student Advisor. Online program students do not need to submit this form. **Note: You may apply online for the IS Scholarship prior to being accepted into a degree program.** Decisions for the scholarship are made 4-6 weeks after the deadlines.

Outside of the Institute, there are many opportunities for obtaining scholarships and grants. Some of the more prominent sponsors include: the **Fulbright Program** (<http://www.iie.org/fulbright/>), the **Organization of American States** (<http://www.oas.org/>), and the **Rotary International Scholarships** (<http://www.rotary.org/foundation/educational/>). Additional information concerning alternative sources of financial aid has been included in this information packet.

### ➤ Employment in the United States

**On-Campus Employment:** F-1 visa holders are permitted to work on-campus up to 20 hours per week during the academic year and up to 40 hours per week during break periods. In order to work on-campus at CIIS, you must apply for work authorization through the Financial Aid Office upon arrival in the U.S. The International Students Advisor provides the application form and guidance through the process. If you are granted work authorization, you will be eligible to earn a pre-determined amount of money in a given school year.

**Please note that the availability of student employment on campus is very limited and is not guaranteed. Please also consider that the application for on-campus employment can take up to 3 months to process.**

**Off-Campus Employment:** F-1 visa holders have limited options for working off-campus. Off-campus work often requires approval of US Citizenship and Immigration Services (USCIS). Students in good academic standing may apply for off-campus employment after having been in F-1 status for one full academic year. Students may work no more than 20 hours per week while school is in session. For each level of higher education sought, students may be granted the equivalent of 12 months of full-time, off-campus employment (usually taken post-graduation).

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## Health Insurance

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Health insurance is a very important part of the international student's education in the United States, and therefore is *required* of all students who attend school at CIIS throughout the duration of their program of study. All new students are required to enroll in a CIIS-endorsed insurance policy. Students with health coverage provided by their home country, by a spouse working in the U.S., or by a comparable U.S.-based plan may waive participation in the CIIS health plan if appropriate documentation of coverage is provided in English to the International Students Office upon arrival. Detailed information will be sent with your acceptance package. See details at [http://www.ciis.edu/students/internatl\\_insurance.html](http://www.ciis.edu/students/internatl_insurance.html)