Welcome! We are glad that you have found us and hope to have you join our growing international community at CIIS.

Our international student body makes up about ten percent of the total student body on campus—approximately 100 students from 26 countries on campus. Currently, we have students representing Australia, Brazil, Canada, China, France, Germany, India, Iran, Israel, Japan, Mexico, New Zealand, South Africa, Spain, Taiwan, Thailand, the United Kingdom, and more! International students are a valued part of the CIIS community and make a significant contribution the Institute Ideals.

The International Student Addendum is intended to assist you with your admissions application process and present an overview of obtaining an F-1 student visa, financing your education and services offered to you throughout your course of study. We encourage you to visit the international student’s page of the CIIS website for more information at www.ciis.edu/international.

If you have any questions or feedback, please feel free to contact me by phone at (415) 575-6157 or by email at jocconnor@ciis.edu

You have our best wishes for your successful application to CIIS. We look forward to working with you!

Sincerely,

Jody L. O’Connor
International Student Advisor

Overview: International Students at CIIS

An international student is a student who plans to study at CIIS on a non-immigrant visa. CIIS assists international students admitted to degree programs with the F-1 student visa application only. However, applicants who are already in the U.S. in other visa classifications are eligible to pursue studies so long as that visa status allows you to do so. Any foreign national must be in a valid visa classification to pursue a degree at CIIS. All international students at CIIS, regardless of visa classification, are eligible for international student services.

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

To secure the student visa, you first need to meet the estimated totals for tuition and living expenses for a year in the U.S. The total estimates for the 2013-2014 academic year are:

<table>
<thead>
<tr>
<th>Program of Study</th>
<th>Full-time*</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.A. Bachelor of Arts degree completion program in Interdisciplinary Studies</td>
<td>12 units per semester (3 semesters)</td>
<td>$45,781</td>
</tr>
<tr>
<td>M.A. / M.F.A Master of Arts program in the School of Professional Psychology and School of Consciousness and Transformation</td>
<td>9 units per semester (2 semesters)</td>
<td>$39,378</td>
</tr>
<tr>
<td>Ph.D. Doctor of Philosophy program in Humanities (all concentrations and emphasis)</td>
<td>9 units per semester (2 semesters)</td>
<td>$42,114</td>
</tr>
<tr>
<td>Psy.D. Psychology Doctorate program in Clinical Psychology</td>
<td>12 units per semester (3 semesters)</td>
<td>$52,396</td>
</tr>
</tbody>
</table>

*To be considered full-time per semester for immigration purposes, 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. The PsyD, SPP and MFA programs often require students to take more than the minimum 9 units/semester required for immigration. Please refer to the table inside for the break down of the total amounts.
Additional Application Requirements

You can apply online for any of our programs through the CIIS website admissions pages. You can also check the requirements for each program on these pages. If you need further clarification about the materials required for admission, 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 when applicable:

(1) **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. The 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
- Bowling Green Station
- P.O. Box 5087
- New York, NY 10274-5087
- Telephone: 212-966-6311 or visit: [www.wes.org](http://www.wes.org)

*CIIS accepts the WES ‘Basic’ report, but applicants may wish to complete the ‘ICAP’.

(2) **English Language Proficiency Test Report**
Applicants for whom English is not their native language are required to submit an English language proficiency score. Exceptions are made for students who have earned their Bachelor of Arts degree from English language universities. CIIS admission requires a minimum score of:

- **TOEFL** 80 on the internet-based test [www.toefl.org](http://www.toefl.org) (CIIS TOEFL code is 4807)
- **Pearson's Test of English Academic (PTE)** 53 test score [www.pearsonpte.com](http://www.pearsonpte.com)
- **IELTS** 6.0 band score [www.ielts.org](http://www.ielts.org)

Applying for an F-1 Student Visa

CIIS assists students with the application for F-1 student visas for students in degree programs. CIIS can assist students with government funding with the J-1 visa application process which is handled outside of the university.

**Online and Low-Residency Programs**
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.

Students in weekend programs who will travel monthly to attend classes or live in the U.S. during their course of study are required to obtain the F-1 student visa and therefore must submit requirements for the SEVIS I-20 form.

**Student Visa Application Process**

The visa application takes place at a U.S. Consulate except for Canadian citizens who will receive a visa stamp at the port of entry. Processes and required documents may differ depending on country. For further details please locate your local U.S. Consulate at: [http://travel.state.gov](http://travel.state.gov)

In order to apply for the F-1 visa stamp, you will need a **SEVIS I-20** from CIIS. Once you have obtained an I-20 from CIIS, you will pay the SEVIS I-901 Fee and make a visa appointment at the U.S. Consulate in your home country. **Citizens of Canada may obtain their F-1 status stamp at the port of entry.** Canadian students may present their Form I-20, passport, SEVIS fee receipt and 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.

**What is SEVIS?**
The Student and Exchange Visitor Program (SEVP) is a database that manages the Student and Exchange Visitor Information System (SEVIS). SEVP is a program under the Immigration and Customs Enforcement (ICE) agency within the Department of Homeland Security (DHS). SEVIS is an online database that connects immigration officials and U.S. colleges and universities by providing information on international students and scholars. It is also a system for tracking a student’s immigration history.
What is an I-20?
The SEVIS I-20 is an official U.S. government form called a Certificate of Eligibility for Non-Immigrant, F-1 Student Status and is used to apply for the F-1 student visa. 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 will complete and submit the Certificate of Funding Form, financial document(s) and a copy of your passport to the International Student Advisor after your acceptance to CIIS. The SEVIS I-901 Fee is to be paid to the DHS upon receipt of your form I-20.

What is the Certificate of Funding Form?
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 letters 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.

Preparing for Study in the United States

Below are the estimated costs set for the requirement for the SEVIS I-20. Actual costs will vary for each individual and by program, but it is good to work within this estimated budget for your planning. Please keep in mind that there are additional educational costs for all students in the School of Professional Psychology to do at least 45 hours of personal psychotherapy while enrolled in the program. These hours are required for graduation and the costs are not factored into the estimates below.

The following is a breakdown of estimated expenses for the 2013-2014 academic year (based on minimum full-time enrollment/degree level):

<table>
<thead>
<tr>
<th></th>
<th>B.A. (for 3 semesters)</th>
<th>M.A./ MFA SCT and SPP (for 2 semesters)</th>
<th>Ph.D. (for 2 semesters)</th>
<th>Psy.D. (for 3 semesters)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$23,976</td>
<td>$17,658</td>
<td>$20,394</td>
<td>$30,591</td>
</tr>
<tr>
<td>Fall-Spring and Summer</td>
<td>$255</td>
<td>$170</td>
<td>$170</td>
<td>$255</td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
<td></td>
<td>$85</td>
<td>$85</td>
</tr>
<tr>
<td>Housing/Food</td>
<td>$15,450</td>
<td>$15,450</td>
<td>$15,450</td>
<td>$15,450</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$900</td>
<td>$900</td>
<td>$900</td>
<td>$900</td>
</tr>
<tr>
<td>Transportation*</td>
<td>$900</td>
<td>$900</td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>Personal Expenses (including health insurance)</td>
<td>$4,300</td>
<td>$4,300</td>
<td>$4,300</td>
<td>$4,300</td>
</tr>
<tr>
<td>Living Expenses Total</td>
<td>$21,550</td>
<td>$21,550</td>
<td>$21,550</td>
<td>$21,550</td>
</tr>
<tr>
<td>Total Per Year**</td>
<td>$45,781</td>
<td>$39,378</td>
<td>$42,114</td>
<td>$52,396</td>
</tr>
</tbody>
</table>

*Transportation does not include travel to your home country during the vacation breaks. **Total does not include additional $7,000/year costs for F-2 dependent(s). Estimated living expenses are based on a statewide average from a survey conducted by the California Student Aid Commission (with adjustments to reflect costs of the San Francisco Bay Area). Expenses may vary based on your standard of living and where you live.

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 review the Housing Guide on MyCIIS, Student Life tab-- [https://my.ciis.edu/ics](https://my.ciis.edu/ics)

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 each 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

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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. An F-2 spouse may not work or participate in a degree program. An F-2 child may attend school.

### Financing Your Education

For many international students finding the resources to fund an education in the United States is a fundamental concern. CIIS has a commitment to assisting international students through an international scholarship program, but often students must find additional sources of support. International students are not eligible for United States federal financial aid.

- **Scholarships and Grants**

  By completing the admission application you take the first step toward a CIIS scholarship. All international applicants who enter the U.S. on a visa will receive the CIIS Opportunity Scholarship. The scholarship award is $2,500 per year for two years at the master’s and doctoral levels. Clinical Psychology program students will receive $4,000 per year for three years. Bachelor's degree students receive $1,000 per year. The CIIS scholarship is applied as a tuition discount in each fall and spring semester (and summer for BA students). All students will be notified by the Financial Aid Office of their award approximately six weeks after acceptance and may consider this amount on their Certificate of Funding form. Recipients must pay the balance of tuition costs and all living expenses throughout the duration of their studies at the university.

  Outside of CIIS there are opportunities for obtaining scholarships and grants and many CIIS international students depend on external sources of funding. Some of the more prominent sponsors include the Fulbright Program, the Organization of American States, and the Rotary International Scholarships. It is also recommended to look into funding opportunities that may be available from you local and national governments for study abroad, study in the U.S. and study in your field. Please see a list of Financial Aid Resources for international students on our website at [www.ciis.edu/international](http://www.ciis.edu/international).

- **Employment in the United States**

  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 and summer semester. The maximum a student can earn through campus work is $8,000/fiscal year. You may commence campus work up to 30 days before your program start date (listed on your I-20). Off-campus employment authorization is rare at CIIS during the course of study. Students who successfully complete their program are eligible to apply for employment authorization in their field for up to 12 months upon graduating.

  The availability of student employment on campus is very limited and is not guaranteed; however, many international students find work on campus within their first year at CIIS.

### International Student Services

The Institute is committed to providing quality services for international students in academic and non-academic areas throughout your course of study. The following services are provided to international students:

- **Summer Bridge program**: This academic writing intensive is held at the beginning of each August for two weeks and considered as part of the New International Student Orientation. **All incoming international students on the student visa are required to attend.** Fall semester students should plan their arrival for August 1. New students who begin in the spring semester will attend the following August.

- New International Student Orientation: at the beginning of each new semester the International Student Advisor will review F-1 student visa rights and responsibilities, the CIIS student health plan and general information. Dependents are also invited to join. This orientation session is required and is held at the end of the Summer Bridge program.

- Editing services
- Immigration advising and workshops
- International Students & Friends peer support campus group
- Educational and social activities
- International student services are housed under the Dean of Students Office. Dean of Students Office services include disability services, career counseling, all-school orientation, commencement and more.

We look forward to serving you!

### Health Insurance

Health insurance is an important part of the international student's education in the U.S. It is therefore is **required of all international students at CIIS throughout the duration of their program of study**. All new students are required to enroll in the CIIS-endorsed insurance policy or may submit information in English of insurance provided by their home country, by a spouse working in the U.S., or by a comparable U.S.-based plan. Information will be discussed at each New International Student Orientation.