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 eight percent of the total student body—approximately 100 students from 26 countries. International students are a valued part of the CIIS community and make a significant contribution to the University 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 joconnor@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

For purposes of admission to CIIS, international students are defined solely on their citizenship status. If an applicant does not hold citizenship or permanent residency in the United States, they are classified as an international student. CIIS assists admitted degree-seeking students with the application for F-1 student visa. CIIS can also assist students who are receiving funding from their home country government with the J-1 visa application process. This process includes additional fees at the student’s expense. Students in other non-immigrant visa classifications are also eligible to apply to and pursue a degree at CIIS.

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 CIIS. As a result, international students must carefully plan out their academic careers at CIIS.

If you have any questions about your status, or will require changing your visa status in the U.S. to the F-1 visa, please contact the International Student Advisor. All international students at CIIS, regardless of visa classification, are eligible for international student services.

Additional Application Requirements

You can apply online for any of our programs through the CIIS website admissions 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 required 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

*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 highest degree from English language universities. CIIS admission requires a minimum score of:

- **TOEFL** (CIIS TOEFL code is 4807)  
  80 on the internet-based test  
  www.toefl.org

- **Pearson’s Test of English Academic (PTE)**  
  53 test score  
  www.pearsonpte.com

- **IELTS**  
  6.0 band score  
  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 and includes additional fees at the student’s expense.

#### 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. 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. For further details please locate your local U.S. Consulate at: [http://travel.state.gov](http://travel.state.gov)

Students in weekend programs are required to obtain the F-1 student visa and therefore must submit requirements for the SEVIS I-20 form.

#### Steps for the Student Visa Process

- Be fully admitted to a CIIS degree program.  
- Submit the Certificate of Funding form and support financial documentation showing one year of tuition and living expenses to the International Student Advisor.  
- Submit a copy of your valid passport to the International Student Advisor.  
- Receive the SEVIS I-20 form from CIIS.  
- Pay the SEVIS Fee online (paid to the U.S. government 3-5 days prior to a visa appointment)  
- Make and attend 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.**  
- Attend the Summer Bridge Program starting the first week of August.

#### What is SEVIS and the I-20 Form?

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. 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.
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 2015-2016 academic year and the amount required for the visa application process:

<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></td>
<td>Fall-Spring and Summer (full-time)</td>
<td>Fall-Spring</td>
<td>Summer (optional)</td>
<td>Fall-Spring</td>
</tr>
<tr>
<td>Tuition</td>
<td>$26,910</td>
<td>$19,008</td>
<td>$3,168</td>
<td>$21,960</td>
</tr>
<tr>
<td>Fees</td>
<td>$480</td>
<td>$320</td>
<td>$160</td>
<td>$320</td>
</tr>
<tr>
<td>Housing/Food</td>
<td>$22,950</td>
<td>$15,300</td>
<td>$1,800</td>
<td>$2,938</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>$2,700</td>
<td>$1,800</td>
<td>$1,800</td>
<td>$2,938</td>
</tr>
<tr>
<td>Transportation*</td>
<td>$3,975</td>
<td>$2,938</td>
<td>$1,800</td>
<td>$2,938</td>
</tr>
<tr>
<td>Personal Expenses (including health insurance)</td>
<td>$4,407</td>
<td>$3,326</td>
<td>$3,326</td>
<td>$4,479</td>
</tr>
<tr>
<td>Living Expenses Total</td>
<td>$34,032</td>
<td>$23,364</td>
<td>$23,364</td>
<td>$31,428</td>
</tr>
<tr>
<td>Total Per Year**</td>
<td>$61,422</td>
<td>$42,692</td>
<td>$45,644</td>
<td>$61,188</td>
</tr>
</tbody>
</table>

Estimated tuition costs are based on full-time enrollment. Full-time is defined as a minimum of 12 units/semester for BA students and 9 units/semester for beginning students in the MA, PhD, or Psy.D. Many programs require or recommend students to take more than the minimum required units/semester for immigration. Actual fees may differ from the estimates required for the visa process.

**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 in the Bay Area.**

Room and Board: Depending on the neighborhood, you will find rents starting at approximately $1,000 per month for a studio and $1,300 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

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

Revised 02/05/2016
Financing Your Education

For many international students finding the resources to fund an education in the United States is a 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
All international students are considered for the CIIS Opportunity Scholarship, which is primarily based on financial need. Recipients must meet the terms of the scholarship award and pay the balance of tuition costs and all living expenses throughout the duration of their studies at the university. All students will be notified of their award by email and can consider this amount on their Certificate of Funding form required for obtaining the SEVIS form I-20. 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. It is 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 the website at 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 (depending on availability). You may commence campus employment from the first day of the semester. The maximum a student can earn through campus employment at CIIS is $8,000/year. 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.

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.

International Student Services

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

Health Insurance and Housing

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.

CIIS does not offer housing placements, but has a variety of resources to assist students. Information is on the CIIS website and the International Student Advisor will provide guidance upon your admission to the university.

Revised 02/05/2016