



## International Student Addendum 2018-2019

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

International students are a valued part of the CIIS community and make a significant contribution to the University Commitments. The growing international student population makes up approximately ten percent of the total student body— that's about 115 students from 30 countries!

The International Student Addendum assists you with your CIIS 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](http://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](mailto: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  
Associate Director, Student Affairs  
International Student Recruitment and Services



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### Overview: International Students at CIIS

At CIIS, international students are defined by their citizenship status. If an applicant does not hold U.S. citizenship or permanent residency, they are classified as an international student. CIIS assists admitted degree-seeking students in eligible programs with the application for the F-1 student visa. International students not eligible for the student visa and all **self-identified international students regardless of citizenship status** are also welcome use services offered through 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 enroll in full-time coursework. As a result, international students must carefully plan their academic careers at CIIS.

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### Additional Application Requirements

Please apply online 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 and Canada must be sent at the applicant's expense to [World Education Services \(WES\)](http://www.wes.org) foreign credential evaluation service. A **course-by-course report** is required for all programs and is used in lieu of the CIIS application requirement for original transcripts. CIIS accepts the WES 'Basic' report, but applicants may wish to complete the 'ICAP'. CIIS will also accept foreign credential evaluations that are in a comprehensive course-by-course format from the current members of the [National Association of Credential Evaluation Services \(NACES\)](http://www.naces.org).



- (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)  
IELTS

**80 on the internet-based test**  
**6.0 band score**

[www.toefl.org](http://www.toefl.org)  
[www.ielts.org](http://www.ielts.org)

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## Applying for an F-1 Student Visa

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### Online and Low-Residency Programs

Per SEVIS regulations, online degree programs do not meet eligibility requirements for the I-20/ F-1 student visa. Online students should enter the U.S. on a tourist visa or tourist waiver for the required weeklong intensives/retreats. Please contact the International Student Advisor with questions.

Students in weekend or low-residency/semi-distance programs are required to obtain the F-1 student visa whether or not they intend to live in the U.S.

### Steps for the Student Visa Process

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

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

SEVIS is an online database that connects immigration officials and U.S. colleges and universities, providing information on international students and scholars. The SEVIS I-20 or "Certificate of Eligibility for Non-Immigrant, F-1 Student Status" is an official U.S. government document used to apply for the F-1 student visa.

### What is the CIIS 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.



## Financing Your Education

For many international students finding the resources to fund an education in the United States is a concern. CIIS is committed to assisting international students, but often students must find additional sources of support. International students are not eligible for United States federal financial aid (FAFSA).

### Scholarships and Grants

International students may apply for the [CIIS Opportunity Scholarship](#), Diversity Scholarship and various Awarded Scholarships that are primarily based on financial need. Recipients must meet the terms of the 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 and terms by email from the Financial Aid office.

Many CIIS international students depend on external sources of funding through grants and scholarships from various organizations. It is recommended to look into funding opportunities available through your local and national governments. Please find the document *Financial Aid Resources for International Students* on the 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 (depending on availability). You may commence campus employment from the first day of the semester for which you begin. The maximum a student can earn through campus employment at CIIS is \$8,000/year. The availability of student employment on campus is 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.

## Preparing for Study in the United States

Below are the estimated costs set for the requirement for the SEVIS I-20 and visa application. 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 MA Counseling Psychology programs 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 included in the estimates below. The following is a breakdown of *estimated* expenses for the **2018-2019** academic year and the amount required for the visa application process:

	BA	MA		Ph.D.		Psy.D.	MSTCM	DACM	DAOM
	Fall-Spring and Summer	Fall-Spring	Summer (optional)	Fall-Spring	Summer (optional)	Fall-Spring and Summer	Fall-Spring and Summer	Fall-Spring and Summer	Fall-Spring and Summer
Tuition	<b>\$29,903</b>	<b>\$20,970</b>	\$3,495	<b>\$24,228</b>	\$4,038	<b>\$32,304</b>	<b>\$22,275</b>	<b>\$22,848</b>	<b>\$14,329</b>
Fees	<b>\$645</b>	<b>\$430</b>	\$215	<b>\$430</b>	\$215	<b>\$645</b>	<b>\$645</b>	<b>\$645</b>	<b>\$645</b>
Housing/Food	\$24,000	\$20,000		\$20,000		\$24,000	\$24,000	\$24,000	\$24,000
Books/Supplies, Transportation, Personal Expenses	\$12,290	\$8,200		\$8,200		\$12,290	\$12,290	\$12,290	\$12,290
<b>Total Per Year</b>	<b>\$66,838</b>	<b>\$49,600</b>		<b>\$52,858</b>		<b>\$69,239</b>	<b>\$59,210</b>	<b>\$59,783</b>	<b>\$51,264</b>

Estimated tuition costs are based on full-time enrollment. *\*Transportation estimates do not include international travel.* *\*\*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.



# California Institute of Integral Studies

**Room and Board:** Depending on the neighborhood, you will find rents starting at approximately \$1,000 per month for a studio and \$1,600 per month for a one bedroom apartment. You may also want to consider shared housing. Please review the Housing Guide at <http://www.ciis.edu/student-resources/housing-guide>.

**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 additional expenses incurred for their family's support. 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. For CIIS, this amount is estimated to be **\$8,000 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.

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## International Student Services

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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 invited to join.
- Editing services
- Immigration advising and workshops
- Peer support campus group
- Educational and social activities

Services for all students offered through various departments include:

- Career Development Services— coaching and workshops for students and alumni around professional goals and applying for employment.
- Center for Writing and Scholarship— one-on-one tutoring, editing, workshop, courses
- Disability Services— assistance with accommodations made to one's academic study based on a documented disability.
- Laurence S. Rockefeller Library— workshops, private study rooms
- Office of Diversity and Inclusion— Summer Bridge program partner, workshops, lectures, educational events and more!
- Student Union— student-run government organization, campus groups, conference funding, social events and more!
- Wellness Center— one-on-one counselling, health and wellness coaching, rotating stress-reduction offerings from yoga, Pilates, workshops and more.

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## Health Insurance and Housing

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Health insurance is an important part of the international student's education in the U.S. It is therefore *required* of all international students at CIIS throughout the duration of their program of study. All students are required to enroll in the CIIS-endorsed insurance plan or can waive out with a comparable U.S. plan via the online form. Information and the enrollment/waiver form is on [MyCIIS, Student Affairs, Wellness Services tab \(log in\)](#). Details 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.