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 CIIS University Commitments. The growing international student population makes up approximately ten percent of the total student body from 30 countries.

The International Student Addendum assists you with the CIIS application process and presents an overview on financing your education, obtaining an F-1 student visa and understanding services offered to you throughout your studies. We encourage you to visit the international student’s page of the CIIS website 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
Associate Director, Student Affairs
International Student Advisor
International Student Recruitment and Services

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 in other visa statuses and all self-identified international students regardless of citizenship status are welcome to 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 with few exceptions. As a result, international students must carefully plan their academic careers at CIIS.

Additional CIIS 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 universities outside the United States and Canada must be sent at the applicant's expense to World Education Services (WES) 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'. Applicants to the ACTCM@CIIS programs should choose American College of Traditional Chinese Medicine as the recipient and all other programs should choose California Institute of Integral Studies.

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).
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. Please work with the Admissions Counselor for waiving this requirement if eligible. CIIS admission requires a minimum score of:

- **TOEFL** (CIIS TOEFL code is 4807)  
  80 on the internet-based test  
  [www.toefl.org](http://www.toefl.org)
- **IELTS**  
  6.0 band score  
  [www.ielts.org](http://www.ielts.org)

Applying for an F-1 Student Visa

### Online and Low-Residency Programs

Per immigration 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 once per semester required weeklong intensive/retreat. This includes Bachelor of Science, Expressive Arts Therapy—hybrid, Integrative Health Studies, Integral Transpersonal Psychology, Master’s in Fine Arts, Philosophy, Cosmology & Consciousness—online, Transformative Studies & Leadership programs and Women’s Spirituality programs (the MA level can be arranged as online or in-person. Please contact the International Student Advisor with any questions.

Students in weekend or low-residency/semi-distance programs should obtain the F-1 student visa whether or not they intend to live in the U.S. This includes Bachelor of Arts, Human Sexuality and ICP—weekend.

### Steps for the Student Visa Process

1. Be fully or conditionally admitted to a CIIS degree program
2. Submit the CIIS Certificate of Funding form, financial documentation showing one year of tuition and living expenses and a copy of your valid passport (and for any dependents) to the International Student Advisor. Students transferring from another U.S. institution should also submit copies of their current I-20 and visa.
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 Bridge Program Summer Intensive starting the first week of August (spring students will attend the following year).

### 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.

### 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. Also issued to dependents for their F-2 visa application.
Preparing for Study in the United States

As required by U.S. immigration regulations, students must show proof of funding for the minimum amount set by the school in order to obtain the SEVIS I-20 form and apply for the student visa. Actual costs will vary for each individual and by program, so it is also recommended 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 2020-2021 academic year required for the visa application process:

<table>
<thead>
<tr>
<th></th>
<th>BA</th>
<th>MA</th>
<th>Ph.D./PsyD</th>
<th>MSTCM</th>
<th>DACM</th>
<th>DAOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$21,000</td>
<td>$22,000</td>
<td>$25,000</td>
<td>$15,450</td>
<td>$16,500</td>
<td>$10,000</td>
</tr>
<tr>
<td>Fees</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
<td>$480</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>Books/Supplies, Transportation, Personal/Healthcare</td>
<td>$8,200</td>
<td>$8,200</td>
<td>$8,200</td>
<td>$8,200</td>
<td>$8,200</td>
<td>$8,200</td>
</tr>
<tr>
<td><strong>Total Per Year</strong></td>
<td><strong>$53,680</strong></td>
<td><strong>$54,680</strong></td>
<td><strong>$57,680</strong></td>
<td><strong>$48,130</strong></td>
<td><strong>$49,180</strong></td>
<td><strong>$42,680</strong></td>
</tr>
</tbody>
</table>

Estimated tuition costs are based on full-time enrollment. Estimated room and board expenses are based on a statewide average from the California Student Aid Commission. Expenses may vary based on your standard of living and where you live in the Bay Area. Additional proof of funding required for each dependent that the CIIS student will bring to the U.S. (see below).

Room and Board: Depending on the neighborhood, you will find rents starting at approximately $1,800 per month for a studio and $2,500 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](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 Dependents: Students who plan to bring members of their family to the U.S. must plan carefully for additional expenses incurred for their support. Students must show availability of sufficient funds to support dependents who will require the dependent SEVIS I-20 form and F-2 visa. For CIIS, this amount is estimated to be **$8,000 per each dependent** in addition to the Total Per Year amount. Note: F-2 dependents may not work or participate in a degree program while in the U.S. 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 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. [http://www.ciis.edu/admissions-and-financial-aid/financial-aid/scholarships](http://www.ciis.edu/admissions-and-financial-aid/financial-aid/scholarships)

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](http://www.ciis.edu/international) 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.

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:

- Bridge Program—A year-long program of support designed to assist first-year students in building academic confidence and cultivating a sense of belonging as they enter into CIIS’ unique educational culture. It includes Summer Intensive, a peer mentor program and on-going events.
- Editing services—offered to all international students and non-native English speakers.
- Immigration advising and workshops
- 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.
- One-on-one advising
- Summer Intensive—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.
- Tax Filing Workshops

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.

Health Insurance and Housing
It is CIIS policy that all international students maintain health insurance coverage throughout the duration of their program. All students are required to show proof of health insurance coverage to the International Student Advisor throughout their course. Plans can be from one’s home country or through U.S. providers.

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.