



International Students - Application Instructions

As an international student applying to Digital Film Academy, please read the following instructions very carefully.

1. **If you are not yet in the USA** and you want to apply for an F-1 student visa, then Digital Film Academy will need to issue an I-20 document to you. Before we do this, you must:

(a) send us the standard application forms (Enrollment Agreement, General Guidelines, Student Profile etc.).

(b) pay the I-20 deposit fee (US\$500). If it happens that you are denied the F-1 student visa, this amount is fully refundable, except for a \$100 administration fee which we keep, plus any costs we had to pay to send you the I-20 by postal mail or courier (example: DHL) plus any bank fees from your bank or our bank which we incur in order to return the money to you.

(c) send us the proof of financial funds which shows you will have enough money to cover all costs of your stay while in the USA. This must be a minimum of US\$ 32,000. This amount is made up of a minimum base of \$20,000 + \$13,200 living expenses (\$1,100 x 12 months). If you anticipate having lower living expenses, this required amount might be lower. Example: if you will not be paying rent during your studies, because you will stay with a relative / friend. This proof of finances can be a bank statement or a letter from your bank or other financial Institution confirming that you have these financial resources. If the document is not already in English, it must be translated and the translation must be notarized by a notary public. If you do not yourself have the financial resources, you can also have a family member, relative or other sponsor agree to support. In that case, he or she must sign an 'Affidavit of Support' form (see below) and also provide proof of finances.

Note: The proof of finances does not have to come from only one person. If 2 or more people wish to provide proof of finances, this is also OK. We will need a signed 'Affidavit of Support' from each person and proof of finances from each person.

(d) send us the 'I-20 creation and delivery' form (see below).

2. **If you are already in the USA** and you are an international student with an F-1 visa, then in addition to the standard application forms (Enrollment Agreement, General Guidelines, Student Profile etc.) we will also need a copy/scan of your:

- F-1 student visa.
- I-20 document from your current school.
- completed 'I-20 Transfer-In' form (see below). Please complete Part 1 of this form and give to the D.S.O. or international student advisor at your current school to complete Part 2. Pick up the completed form from them and return it to us.



Health Insurance for international students

If you become sick or need medical help during your stay in the USA, you will find that medical expenses in the USA can be very high. As an international student here in the USA, we strongly recommend that you have health insurance. It is your responsibility to organize this for yourself.

Option # 1: If you already have health insurance from your home country, then that health insurance MIGHT cover any health expenses while you are in the USA. Check directly with your health insurance organization about that. Explain to them that you will be in the USA on an F-1 student visa and explain what dates you expect to be in the USA, including study dates and any additional time if you plan on applying for OPT. They might charge you an additional fee in order to extend their coverage to include your period of study in the USA.

Option # 2: If you prefer to buy your own health insurance from a U.S.-based insurance provider, below is a list of organizations which offer health insurance options for international students:

www.isoa.org

www.guard.me



Academic Calendar

The dates for our next upcoming One Year Programs will be a full 12 month academic year as follows Please use these dates as you fill in the 'Enrollment Agreement' form) according to the U.S. system of month/day/year (mm/dd/yyyy):

For Jan. 2019 Start

- Term # 1: 1/14/2019 to 5/3/2019
- Term # 2: 5/10/2019 to 8/26/2019
- Term # 3: 9/4/2019 to 12/21/2019

OR

For May 2019 Start

- Term # 1: 5/10/2019 to 8/26/2019
- Term # 2: 9/4/2019 to 12/21/2019
- Term # 3: 1/14/2020 to 5/3/2020

OR

For Sept. 2019 Start

- Term # 1: 9/4/2019 to 12/21/2019
- Term # 2: 1/14/2020 to 5/3/2020
- Term # 3: 5/10/2020 to 8/26/2020

Daytime schedule	Evening schedule
Term # 1 4 days during the week (usually Tuesday to Friday), 10:30 AM to 5 PM, but later reducing to 3 - 4 days per week	<i>not available</i>
Term # 2 3 days during the week, exact days unconfirmed as yet, 10:30 AM to 5 PM	<i>not available</i>
Term # 3 3 days during the week, exact days unconfirmed as yet, 10:30 AM to 5 PM	<i>not available</i>

All exact details above are subject to change, but at least this will give you an idea about how it will be structured.



Payment schedule

For international students, the payment schedule is as follows:

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ONE YEAR PROGRAM: Total cost \$17,995

Payment for Term # 1: \$6,390 is due at the latest 4 weeks before start date of 1st Term or before you enter the USA (minus the \$500 which you will already have paid as a deposit for the I-20) = \$5,890

Payment for Term # 2: \$5,490 is due 4 weeks before start date of 2nd Term

Payment for Term # 3: \$6,115 is due 4 weeks before start date of 3rd Term

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ONE YEAR ADVANCED PROGRAM: Total cost \$17,560

Payment for Term # 1: \$6,390 is due at the latest 4 weeks before start date of 1st Term or before you enter the USA (minus the \$500 which you will already have paid as a deposit for the I-20 document) = \$5,890

Payment for Term # 2: \$5,490 is due 4 weeks before start date of 2nd Term

Payment for Term # 3: \$5,680 is due 4 weeks before start date of 3rd Term

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Payment methods

In order to make any payment to Digital Film Academy, choose one of the options below:

1. International wire transfer from outside USA.

In order to make the required payment from abroad to Digital Film Academy in the USA, please **add a US\$30 fee** to cover the U.S. bank fee which our school will be charged for an **international wire transfer**. Details are as follows:

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ACBB (Atlantic Central Bankers Bank)
1400 Market Street
Camp Hill, PA 17001-1109
Receiving Bank's Swift Code: NORHUS33
Beneficiary Bank Name: Savoy Bank
Beneficiary Bank Address: 1675 Broadway, New York, N. Y. 10019
Beneficiary Routing Number: 026014407
Beneficiary Bank Account Number: 220400

For further Credit to...
ACCOUNT NAME: The Digital Film Center LLC
Account number: 2005734
Account address: 630 9th Avenue, New York, N. Y. 10036

IMPORTANT: Send the money DIRECTLY to ACBB (Atlantic Central Bankers Bank). Do NOT send it to Savoy Bank! Atlantic Central Bankers Bank is the correspondent bank of Savoy Bank. Savoy Bank has an account with Atlantic Central Bankers Bank.

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For 'Ref.' or 'Reference' or 'Description', please use something such as these examples:

- '[STUDENT NAME] I-20 deposit' OR
- '[STUDENT NAME] Term 1 tuition'

OR

2. Domestic payment (from a bank account inside the USA to our bank account in USA)

Payment can be made:

- by credit card (please contact our admissions department to request the credit card authorization form)
- by check (made payable to "Digital Film Academy" and mailed to the school, marked 'Attention: Registrar, Digital Film Academy')
- by bank transfer / wire transfer. Please **add a US\$20 fee** to cover the U.S. bank fee which our school will be charged for a **domestic wire transfer**. Details are as follows:

Domestic Incoming Wire Instruction:

Receiving Bank: Savoy Bank
Receiving Bank ABA #: 026014407
Beneficiary: The Digital Film Center LLC, Account number: 2005734
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After you have wired the money, please email us whatever you have as proof of payment. Once payment has been received, an official receipt will be issued to you at a later date by Student Services department.



I-20 creation and delivery

Complete the following fields carefully USING CAPITAL LETTERS or UPPERCASE LETTERS. We will use this information to create an I-20 for you and afterwards mail the physical, paper original to your address. Please be **as exact as possible**:

1. Your nationality: _____ (WRITE ALL ANSWERS IN **CAPITAL** LETTERS LIKE THIS!)
2. Your country of birth: _____
3. Your date of birth in this format: Month Day Year (example: June 6 1995)_____

4. Your foreign address where you LIVE (Note: these are the exact fields below which we are required to use when entering your information in the database. So please follow the EXACT format below, or as closely as possible. Reminder again: WRITE **CLEARLY** IN CAPITAL/UPPERCASE LETTERS):

Address 1: _____
Address 2 (example, apartment number): _____
City: _____
Province/Territory: _____
Postal Code / Zip code: _____
Country: _____

5. Write again the city name from above here: _____
6. Write again the Province/Territory city from above here: _____

7. Your address where you want us to mail the I-20 (Note: these are the exact fields below which we are required to use when entering your information in the database. So please follow the EXACT format below, or as closely as possible):

Address 1: _____
Address 2 (example, apartment number): _____
City: _____
Province/Territory: _____
Postal Code / Zip code: _____
Country: _____

Telephone number: _____

8. Write again the city name from above here: _____
9. Write again the Province/Territory from above here: _____

10. How do you want us to send you the original I-20 and Letter of Acceptance? Since you will have to pay this cost of postage /mailing back to Digital Film Academy later, please choose which option you prefer:

(a) by U.S. mail = slower but cheaper (approx. 1 to 2 weeks, approx. \$15)

or

(b) by Fedex = faster but more expensive (approx. 3 to 5 days, approx. \$50 - \$120, depending on which country and which location)

Note: don't worry about paying this cost right now. We will arrange this later with you.

I choose: _____ (U.S. mail or DHL courier ?)



AFFIDAVIT OF SUPPORT

To be filled out by sponsor or family member if supporting student

I certify that I am willing, able, and do promise to provide my

_____, _____
(relation to student) (name of student)

with the minimum amount of U.S. \$_____

for their tuition and living expenses at Digital Film Academy. Evidence of my financial resources accompanies this application.

Signature_____ Date_____

PRINTED name _____

Address _____

TO BE FILLED OUT BY NOTARY:

Sworn to and subscribed before me this _____ (day) of
_____ (month), _____ (year)

Signature and Seal of Notary Public:

PRINTED name _____



I-20 Transfer-In form

Complete this form ONLY if you already have an I-20 document from another school.

Part 1: To be completed by student.

I intend to transfer to Digital Film Academy. I grant permission for the information requested below to be forwarded to my International Student Advisor at Digital Film Academy, 630 Ninth Ave. (Suite # 901), New York, NY 10036.

Tel: 212 333 4013 Email: admissions@digitalfilmacademy.edu

Signature

Date _____

Part 2

To be completed by International Student Advisor of previous institution

Name: _____ SEVIS #: _____

Has student been pursuing a full course of study? _____ Yes _____ No

Did student maintain F-1 or M-1 status while at your institution? _____Yes_____No

Dates attended at your institution: from:_____ to:_____

Studies completed? _____ Yes _____ No

Expected completion date 1-20 from your institution: Month_____ Year_____

Has student been granted **work authorization**: _____ Yes _____ No

If yes, what type of work authorization:

- ____ Optional Practical Training
- ____ Curricular Practical Training
- ____ Due to unexpected financial hardship

Dates of work authorization: _____ Other, explain in **Comments** below

From _____ To: _____

Comments: _____

SEVIS RELEASE DATE:_____

Name of International Student Advisor:

Name and Address of Institution: _____

Signature of International Student Advisor: _____

Telephone: _____ Email: _____

Please release I-20 in SEVIS to Digital Film Academy, SEVIS school code: NYC214F01806000. Please return this form to Tom Griffin, Director of Admissions at: admissions@digitalfilmacademy.edu or fax: 917.398.9853