Santa Fe University of Art and Design
International Student Enrollment Process Guide
Fall 2016 and Spring 2017

The following guide has been created for non-US citizens who are interested in applying to Santa Fe University of Art and Design (SFUAD) for a Bachelor’s Degree. This guide will detail the process and documents required for full enrollment to the university.

In order to be admitted to SFUAD as an international student, the student must fulfill the admission requirements and submit documents required by SFUAD.

Please contact your SFUAD representative today if you have questions. (Contact information provided at the end of this document.)

APPLICATION PROCESS

Step 1: Submit Application Form
Each student who plans to transfer to SFUAD must submit an application form. The student must register with his/her name as shown in the passport.

Students may choose to submit the online application form. This is the fastest, most convenient way to complete the application form.

Should a student lack access to a safe internet connection they may complete the paper application form. This can be provided upon request by the SFUAD representative.

Note: International students are not issued a social security number; please enter 000-00-0000 in the SSN field.

Step 2: Submit Application Documents
As a potential international student at SFUAD, we are required to ensure that students meet the requirements in place, as enforced by The United States Citizenship and Immigration Services (USCIS). SFUAD will process only the applications of those students that have all documents complete.

Required documents listed on page 2
✓ **Application Fee**  
Students are required to pay a $50 USD application fee.  
Payment of this fee can be made online at [Online Payments](#). Click on the *Make a Payment* link under Online Payments. (The $50 application fee is waived for students submitting ACT/SAT test scores or that have previously visited the campus.)

✓ **Official Transcripts**  
In order to determine which courses will transfer into your SFUAD program of study, we will require official transcripts from all institutions attended. Transcripts in English must be sent directly from each institution. Students are automatically reviewed for Transfer of Credit at time of admissions.

✓ **Portfolio**  
SFUAD requires all applicants to submit a portfolio of their creative work as part of the application process. Requirements can be found on each [department page](#). Please read and follow the directions carefully.  
Portfolio must be submitted electronically through our online submission site: [Slideroom](#). Please choose the appropriate program and follow the online instructions.  
Portfolios may also be directed to the SFUAD representative to be submitted on the student’s behalf.  
All portfolios must be submitted electronically; physical portfolios will not be accepted.

✓ **Proof of English Proficiency**  
Students must demonstrate a command of the English language, both written and oral. SFUAD can accept unofficial copies of test scores to make the admission decision; however, official scores must be received by the end of the first semester at SFUAD.  
An official test score documenting English proficiency is required from one of the following testing institutions:

<table>
<thead>
<tr>
<th>Proficiency Exam</th>
<th>Required Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL (internet-based)</td>
<td>79 or higher</td>
</tr>
<tr>
<td>International Testing System (IELTS)</td>
<td>6 or higher</td>
</tr>
</tbody>
</table>

**Students are reviewed for admission to the university when steps 1 and 2 have been completed. Admission decisions are made by the Office of Admission. Applicants may be asked for additional information or documentation at the discretion of the admissions committee. *Submitting an application does not guarantee admission to university.***  
The student will be emailed with the decision of the admissions committee. Should they be admitted to the university, they can move on to Step 3.

*Note: A student will not be able to obtain a visa if the student has not completed steps 4 and 5. Students MUST NEVER make travel arrangements until they have been granted admission to the University and have received their visa.*
SCHOLARSHIP PROCESS

Step 3: Scholarship Review
Students will receive an offer of scholarship by email. Scholarship reviews typically begin no less than three months before any given start date.

If the student would like to view an itemized breakdown of direct costs, they must submit a FAFSA waiver form. FAFSA waiver forms can be obtained at the SFUAD website.

VISA PROCESS

Step 4: Reply to Admission Decision
Students must reply to the Department of Admissions’ acceptance to the University. This will indicate the intention of the student to attend the university.

To reply to the Department of Admissions a student must:

✓ Log into the Acceptance Letter
Student must log into the online application portal in order to reply to the offer of admission. Students must either Accept, Decline, or Defer their offer of admission.

✓ Pay deposits
Students are required to pay a $200 registration and $200 security deposit when they accept the offer of admission.

Payment of these fees may be made online at Online Payments. Click on the Make a Payment link under Online Payments.

Step 5: Submit I-20 Requirements
In order to obtain an F-1 Visa, students must first obtain an I-20 issued by SFUAD.

✓ Evidence of Financial Support and Confirmation of Financial Resources
The United States Citizenship and Immigration Services (USCIS) mandate F–1 visa students provide documentation of financial resources for one full year of expenses. (Continued on next page)

Students will be required to submit a Confirmation of Financial Resources form (see appendix) and financial support documentation to cover the total COST OF ATTENDENCE (see below) minus the total SCHOLARSHIPS awarded. The SFUAD representative will provide the exact amount required.

Financial support documentation must be in English and can be one of the following:

- Official letter from the bank with the accounts holder name and total amount of funds available and/or;
- Bank statements or investment statements and/or;
- Scholarship award letter from a sponsor (see appendix)
  - Students may have several sponsors to match the total amount.

On the next page is a breakdown of the total Cost of Attendance. Students will not necessarily be charged this amount; however USCIS requires this proof to ensure that students can be financially supported during the length of their program. **Full list of living expenses and costs can be found here.**
Cost of Attendance for the Film School, Performing Arts, Studio Arts, Contemporary Music, and Photography Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$11,354</td>
</tr>
<tr>
<td>Living Expenses (Room and Board)</td>
<td>$4,446</td>
</tr>
<tr>
<td>Other Expenses (Books, Fees, Insurance)</td>
<td>$45,646</td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td><strong>$49,846</strong></td>
</tr>
</tbody>
</table>

Cost of Attendance for Creative Writing, Graphic Design, Digital Arts, and Arts Management Programs

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$11,354</td>
</tr>
<tr>
<td>Living Expenses (Room and Board)</td>
<td>$4,446</td>
</tr>
<tr>
<td>Other Expenses (Books, Fees, Insurance)</td>
<td>$34,224</td>
</tr>
<tr>
<td><strong>Total Cost of Attendance</strong></td>
<td><strong>$47,324</strong></td>
</tr>
</tbody>
</table>

**Passport (copy)**

The passport must be valid for a minimum of 6 months after the program start date; this can be emailed directly to the SFUAD representative.

*Note: If the passport expires during the program, the student will need to visit the nearest consulate to renew this important document.*

**SFUAD will generate the I-20 for the student when Steps 4 and 5 have been completed. The SFUAD representative will post the I-20 and relevant documents directly to the student via Federal Express (will first confirm address). Tracking information for the package will be emailed.**

***Students who are currently attending SFUAD and are transferring into the university MUST complete steps 4 and 5 prior to the student's current program end date. Failure to do so could result in an inability to begin the new program of study on time, result in additional fees, and can affect future eligibility for OPT.***

**Step 6: Apply for Visa**

Non-US students are required to apply for the F-1 Student Visa to enter the United States for study at SFUAD. This can be completed at the nearest US Consulate/Embassy in their home country.

To apply for a F-1 Visa a student must complete the following steps:

✓ **Pay the SEVIS Fee.**

Students must pay the SEVIS fee prior to the consulate visit. SEVIS is the government database for F1 student records. Students should keep the receipt (proof of payment), which will need to be presented during the visa interview at the U.S. consulate. For further details on how to pay this fee please visit: SEVIS fee. The SEVIS fee is in addition to the visa application fee.

**Students who are currently on an active I-20 and complete steps 4 and 5 prior to the program end date do not have to repay the SEVIS fee, but may need to schedule a consulate visit to renew their visa.**

✓ **Visit the US Embassy/Consulate website.**

The website includes details on how to schedule an appointment and apply for/renew the F1 student visa. The process varies country by country.

(Visa Process continued on page 5)
Schedule an appointment at the US Embassy/Consulate visit.
The student is responsible for scheduling an appointment with the U.S. consulate to obtain the visa.
For details and appointment waiting times please visit: Visa Information

- The US Embassy/Consulate visit requires:
  - A short interview in English
  - Application form DS-160
  - The visa application fee
  - At the interview students will be required to provide:
    - Evidence of Financial Support.
    - Proof of SEVIS fee payment
    - Original copy of I-20, issued by SFUAD

Tip: Students must make certain the passport is valid at least 6 months from the time of entry to the U.S.

Note: If the student has scheduled an appointment, the student should be certain that he/she has all documents required to apply for the F-1 student visa; otherwise the visa could be denied.

ENROLLMENT PROCESS

Step 7: Enroll for attendance to SFUAD
Students who have committed to attending Santa Fe University must complete the following steps to ready themselves for the first day of classes.

- Register for Classes
  Students will receive an email from their academic advisor with directions to enroll for classes. Please respond by email with your class choices so they can assist you in registering for classes.

- Register for Housing arrangements
  Student must log into Student Portal to complete Housing Application. Student can view housing assignment through the Student Portal.

- Health Insurance
  All SFUAD students are required to provide proof of health insurance with coverage in the US before moving into the dormitories. It is common that insurance policies contracted outside the US operate through reimbursements. Please contact your insurance company to confirm that you will be covered in case of an emergency.
  - SFUAD can offer information regarding diverse insurance companies that offer short policies to cover international students in the US. For example a short-term insurance policy for international students cost per month start at $20 dollars.
  - Students who may have provided proof of insurance from their home university are required to provide new proof of insurance

- Arrange for travel to Santa Fe
  The student must plan to arrive to Santa Fe and check into the dorms on the move-in date listed on the Academic Calendar. SFUAD cannot accommodate students arriving before these dates.
  A travel guide can be provided by the SFUAD representative upon request.
IMPORTANT TIPS

- **Flight arrangements**: Students may consider flights to the Albuquerque International Airport which are more affordable than flying directly to Santa Fe Airport. Albuquerque is one hour drive from Santa Fe. Booking a roundtrip reduces the cost of the flight ticket.

- **Airport-campus transportation**: The student is responsible for reserving a shuttle from the airport to the campus through Sandia Shuttle. To reserve a shuttle please visit [Sandia Shuttle](#). SFUAD does not offer transportation or shuttle services.

- **Mandatory student orientation**: All international students must attend the student orientation and international sessions. During this orientation, students will review all the rules and regulations they have to follow to remain in the US as an F-1 student at SFUAD.

- **Winter Break**: Students must make off-campus living arrangements during Christmas Break, when the dormitories are closed. Please refer to [Academic Calendar](#) for specific dates.

THE TEAM

We are here to assist, should you have further questions do not hesitate to contact our team.

**Susanna Galante**, International Coordinator, susanna.galante@santafeuniversity.edu

**Christine Guevara**, Director of Enrollment, christine.guevara@santafeuniversity.edu

**Melissa Lewis**, Executive Director of Student Affairs and Operations, melissa.lewis@santafeuniversity.edu

**Tamara McCool**, Admissions Specialist, tamara.mccool@santafeuniversity.edu
**CONFIRMATION OF FINANCIAL RESOURCES**

Students holding or requiring F-1 student immigration status are required to provide appropriate documentation of financial support (within 6 months) before any immigration documents are issued. Please complete this form and return to the International office at the International@santafeuniversity.edu.

**Please Print or Type (To be completed by student)**

Mr./Mrs./Miss/Ms. ____________________________________________

<table>
<thead>
<tr>
<th>Family Name</th>
<th>First</th>
<th>Middle</th>
</tr>
</thead>
<tbody>
<tr>
<td>___________________________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Address______________________________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Telephone-(include country and city code) ________________________________________

Status:  
- [ ] Undergraduate Field of Study ____________________________
- [ ] Country of Citizenship ____________________________
- [ ] Country of Birth ____________________________

Term for which you are applying:  
- [ ] Fall  
- [ ] Winter  
- [ ] Spring  
- 20__________

**Source of Funds**

<table>
<thead>
<tr>
<th>A. Personal Savings- Print name and address of bank:</th>
<th>Amount in U.S. Dollars (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit bank statement verifying availability of funds. Must be on official letterhead and signed by an official representative.</td>
<td>$________________________ USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Parent and/or Sponsor- Print name and address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Have the parent and/or your sponsor who will be responsible for your expenses complete the Affidavit of Support on the reverse side of this form, and have whomever signs, submit a bank statement verifying availability of funds. Must be on official letterhead and signed by an official representative.</td>
<td>$________________________ USD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Sponsoring Organization, Firm or Government- Print name and address:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclose a document on official letterhead signed by an official of the sponsoring organization outlining the terms of support and specifying the amount of tuition, living expenses and period of time covered by the grant. Funds will be paid (please check one)</td>
<td>$________________________ USD</td>
</tr>
<tr>
<td>- directly to student</td>
<td></td>
</tr>
<tr>
<td>- only upon receipt of bill from Santa Fe University of Art and Design</td>
<td>$________________________ USD</td>
</tr>
</tbody>
</table>

| TOTAL | $________________________ USD |

**Student’s Certification** (must be completed): I certify that the total amount (excluding overseas travel funds) available to me for the first academic year in the United States is $________________________ USD. Further, I certify that the information provided above is correct and complete.

Student’s signature________________________________________________________________Date __________

Email this statement and supporting documents directly to international@santafeuniversity.edu

SANTA FE UNIVERSITY OF ART AND DESIGN | 1600 ST. MICHAEL’S DRIVE | SANTA FE, NM 87505 | international@santafeuniversity.edu

www.santafeuniversity.edu
AFFIDAVIT OF SUPPORT

Instructions

This Affidavit of Support must be submitted for students who have filled in Box B on the reverse side of this form. If there is a sponsor in addition to the parents, then the sponsor and the responsible parent both must sign this Affidavit of Support.

A notary public, who must affix his/her seal, must witness signatures.

If those required to sign do not wish to sign a document written in English, they may use this form as a model for the language of an Affidavit of Support written in their own language, and submit it instead. In this case, their document must also be notarized and a notarized copy of translation into English must be submitted.

I, (name)_______________________________________
___________________________________

affirm that I accept responsibility for the tuition, room and board, and other expenses of

(student’s name)

while the student is attending Santa Fe University of Art and Design. I am submitting a current bank statement showing this sum of money is available for this purpose.

AFFIDAVIT OF SUPPORT

Signature___________________________________________________________

Witness/Notary_____________________________________________________

Notary’s Seal

Date____________________________